

# **PERSONAL PROPERTY PROCEDURES MANUAL**

**OFFICE OF THE SECRETARY  
AND  
OFFICE OF THE INSPECTOR GENERAL**

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## **INTRODUCTION**

### **Purpose, Goals, Organization and Use of Personal Property Procedures Manual**

This manual contains guidelines and procedures for personal property management within the Department of Commerce, Office of the Secretary (O/S) and the Office of the Inspector General (OIG). These procedures are established by the Department's Personal Property Division. The managers, property accountability officers and property custodians in all offices within the O/S and the OIG are accountable for the property they acquire.

The goal of this manual is to provide clear, concise, easy-to-follow procedures and guidelines for Property Custodians. It supercedes the 2001 Personal Property Procedures Manual and reflects procedural changes to more clearly define the roles and responsibilities of the O/S Personal Property Division.

Specifically this manual seeks to:

1. Define & distinguish the roles, responsibilities and levels of authority of the Property Custodian (PC), Property Accountability Officer (PAO), Property Management Officer (PMO), Property Board of Review and the O/S Personal Property Division respectively.
2. Identify procedural changes implemented by the O/S Personal Property Division.
3. Identify key property documentation information; provide suggested form samples; describe how to establish and maintain property records (property, procurement, movement, final disposition); define and discuss reconciling inventories; and compile other property management records and financial records/reports.
4. Provide PCs and PAOs with references for commonly used forms, documentation procedures, codes, and updated lists of same within the O/S and OIG to maximize the opportunity for expedited information exchange and property problem solving within the O/S and OIG.

To maximize clarity and ease of understanding for users, this manual is:

1. Organized to follow the progression and disposition of property from the point of property acquisition through common property status changes to close-out.
2. Equipped with an Appendix that includes:
  - (a) Samples and Completion Instructions for Property Control Forms & Property Tracking Lists
  - (b) Guides to Commonly Used O/S Codes & Glossary of Property Management Terms
  - (c) Updated List of Property Custodians by Office with custodian codes.

It is our hope that this Personal Property Procedures Manual will prove to be a useful reference tool you in managing your office's accountable personal property. The understanding and use of this manual is mandatory for the Property Accountability Officers and Property Custodians, for use in managing and tracking O/S and OIG personal property. All policies and procedures related to personal property shall conform to the Departmental Personal Property Management Manual(PPMM).

## **ACCOUNTABLE PROPERTY**

### **Personal Property Defined**

Personal Property is defined by the Department of Commerce (DOC) Personal Property Management Manual (PPMM), in Section 4.002d as:

“Property of any kind or interest therein, except real and related property (as defined in FPMR 101-43.001-27), records of the Federal Government, and naval vessels, cruisers, aircraft carriers, destroyers and submarines (FPMR 101-43.001-23).”

### **Non-Expendable Personal Property Defined**

Non-Expendable personal property is defined by the DOC PPMM as property that is:

“...complete within itself, does not lose its identity or become a component part of another article when put into use, and is of a durable nature with an expected service life of one or more years.”

Given the description above, non-expendable personal property includes all durable personal property fully operational on its own, when first acquired, that does not in any way lose its original operational integrity in the course of its expected service life of at least one year or more.

### **Accountable Property Defined**

Accountable Property, required to be bar coded and tracked in accordance with the provisions of the DOC PPMM 4.200, includes property in at least one of the following categories:

1. Equipment meeting or exceeding an individual item acquisition cost of \$5,000.00.
2. Any personal property appearing on the 'Mandatory Sensitive List' or on any 'Individual Office's Sensitive List,' regardless of individual item acquisition price.
3. Any equipment leased by the O/S or OIG.
4. Any equipment on loan to O/S or OIG. We need to track accounting class and object class for identification only, not depreciation.
5. Any furniture with an individual item acquisition cost of \$5,000.00 or more.
6. All software with a cost of \$25,000 or more.

**Note:** All 31XX series Object Class Codes represent accountable property.

## **Non-Accountable Property Defined**

Non-accountable property is defined as any non-expendable personal property including furniture, fixtures, accessories, software, or equipment that is not otherwise considered accountable. Non-accountable personal property is not barcoded or entered into the Personal Property Management System and is the responsibility of Office Managers and Supervisors to control.

In contrast, accountable property is tracked by the O/S Personal Property Division in the Personal Property Management System during the course of its useful life from acquisition to close-out. The status of non-accountable property is only reported to the Personal Property Division at the conclusion of its useful life, when it is to be excessed. When non-accountable property is excessed, a Personal Property Control Form (CD-50) is completed by the PAO or PC and submitted to the O/S Personal Property Division.

## **Clarification of Taggable, Trackable Property**

All accountable personal property should be barcoded with a Commerce Bar Code tag, documented with a Personal Property Control Form (CD-50), and tracked in the Personal Property Management System from acquisition through final disposition.

## **Capitalized and Non-Capitalized Accountable Property**

Accountable Property, falls into two basic categories:

*Capitalized.* Non-expendable personal property has a value which is charged to an asset account (general ledger control account), and is accounted for during the life of the property.

*Non-Capitalized.* Non-expendable personal property, has a value which is charged to an expense account either when issued for use or at time of receipt, and is accounted for during the life of the property.



## **Mandatory Sensitive Property List**

### **Definition**

Sensitive property is defined as non-expendable items that may be converted to private use, or have a high potential for theft, these items shall be recorded and controlled as accountable equipment. For the purpose of this Manual, such items are referred to as sensitive items.

The PPMM lists the following items as sensitive for the entire Department of Commerce. This list constitutes the Mandatory Sensitive List. Individual Offices can develop their own Sensitive Lists based on equipment type and a variety of risk factors specific to their own environment or setting. Offices may add to this list, but may not delete from it.

### **The O/S Mandatory Sensitive List**

- Firearms**
- Desktop and Tower Computers**
- Laptop, Notebook, and other Portable Computers**
- Hand-held Computers**
- Color Printers**
- Laser Printers**
- Desktop Plotters**
- Graphic Tablets**
- CD-ROM Disk Drives (read and write)**
- DVD-Players and Recorders**
- External SCSI Disk Drives**
- External "Firewire" Disk Drives**
- Desktop Scanners**
- Hand-held Scanners**
- Digital Cameras**
- Video Cameras**
- Televisions**
- Video Cassette Recorders and Players**
- Fax Machines**
- Multi-purpose Fax, Printer, Copy Machine**
- Global Positioning System (GPS) Devices**
- Photocopy Machines**

### **Procedure**

In the event that an Office Sensitive List is developed by a PAO, a copy of the list shall be forwarded in memo form, mail or e-mail, to the O/S Personal Property Division, HCHB, Room 2868.

## **PROPERTY MANAGEMENT NETWORK**

### **Overview**

Personal property management in the Department of Commerce within the O/S and OIG is accomplished by utilizing a hierarchal network of officials including the Property Management Officer (PMO), the Property Accountability Officer (PAO), the Property Custodian (PC), and the Property Boards of Review.

The roles and responsibilities for each component part of the network are described below and are drawn from the Personal Property Management Manual with some deviations intended to reflect recent O/S management procedures. An expanded explanation of some items listed below may appear in other sections of this manual. The PAOs and PCs should not rely on the abbreviated lists below.

### **O/S Personal Property Division**

The O/S Personal Property Division has the functional responsibility for all personal property in the O/S and OIG. This office is the liaison between the PAOs, Shipping and Receiving staff, Warehouse, Working Capital Fund Administrator, and the NIST Finance Office, Financial Services Group. This office is also the liaison between the Department of Commerce (DOC) and the General Services Administration (GSA) for excess property. The Property Management Officer for O/S is also the Personal Property Division Chief. Responsibilities include:

1. Administering the network of PAOs and PCs within the O/S and OIG;
2. Training and updating PAOs and PCs within the O/S and OIG on new property procurement, operational, tracking, documentation, or inventory procedures;
3. Providing data entry of all property into the Personal Property Management System;
4. Managing the personal property tracking and inventory database;
5. Issuing property reports on an as needed basis;
6. Coordinating with the Office of Budget & Procurement to ensure that all accountable property gets reported and tracked;
7. Coordinating with the NIST Finance Office to ensure that all accountable property is reflected accurately in the general ledger;
8. Maintaining full documentation on all accountable property and physical inventories;
9. Providing guidelines for and assisting PAOs and PCs with reconciling their semi-annual physical inventory with the Personal Property Management System;
10. Preparing year-end close out accountable property lists for all O/S PCs/PAOs for year-end accountable property certification;
11. Providing accountable property information for O/S and OIG offices to the NIST Finance Office for pre-audit reconciliation with the general ledger and FARS accounting system;
12. Providing O/S accountable property information to the Office of the Inspector General and their auditor upon request;

13. Reviewing excess documents;
14. Processing and entering data on all excess property;
15. Coordinating excess property with the warehouse and securing its final disposition instructions;
16. Providing all personal property services, tracking, excess, database administration, and audit preparation for the Office of the Inspector General; and
17. Coordinating and providing policy and procedural support to Inventory Custodians of the Stock Program.

### **Property Management Officer (PMO)**

The PMO for O/S and OIG is an individual appointed by the Director for Administrative Services for the Office of the Secretary who has the knowledge, stature, authority, and accountability required to effectively control the acquisition, use and disposal of personal property. O/S provides personal property services to the OIG and, therefore; assumes the responsibilities normally performed by the PMO. The PMO for O/S has been delegated authority and responsibilities for overall personal property management within the O/S and OIG, including defining the accountability areas. The PMO utilizes the staff assigned to the O/S Personal Property Division to manage all aspects of personal property for the O/S. Responsibilities include:

1. Providing direction, leadership, and general supervision in the implementation and maintenance of the property management program throughout O/S and OIG;
2. Establishing and maintaining bureau level procedures to satisfy the requirements of the Department's Personal Property Management Manual (PPMM) and various laws and regulations referenced therein;
3. Defining the areas of accountability within O/S;
4. Establishing and training the O/S and OIG property management network of PAOs, PCs, and the Property Board of Review;
5. Developing and implementing inventory schedules for O/S and OIG activities, monitoring inventory progress and reconciling property records with the financial accounting system;
6. Compiling year-end lists of accountable property for the signature of and certification by each PAO and PC within the O/S and OIG;
7. Ensuring required reports are provided;
8. Providing PAOs with disposition instructions in accordance with the Federal Property Management Regulations (FPMR);
9. Coordinating the deletion of excess property from the Personal Property Management System based on GSA's final disposition;
10. Ensuring that lost, stolen, or damaged property is investigated in accordance with the PPMM, 4.900; and
11. Convening the Property Board of Review to rule on lost, stolen, damaged or cannibalized property incidents with an acquisition cost of \$5,000 or more when deemed appropriate.

## **Property Accountability Officer (PAO)**

The PAOs are designated individuals responsible for the effective administration and maintenance of personal property within the accountability area for which he/she has been designated. PAOs are selected by the Office Directors within the Office of the Secretary. PAOs maintain detailed records on personal property for their accountability area. PAO duties are collateral and responsibilities include:

1. Ensuring the effective administration and maintenance of a system for control and accountability of personal property assigned to their accountability area;
2. Defining custodial areas within the accountability area and appointing Property Custodians (PCs) in writing;
3. Ensuring that PCs have current lists of assigned accountable property;
4. Ensuring that CD-52 "Report of Review of Property" for lost, damaged, or destroyed personal property are provided to the PMO for action within 5 days of the status change. Ensuring that unneeded personal property is promptly reported for reutilization, redistribution or disposal;
5. Ensuring Property Custodian name change or their own retirement is promptly reported to the PMO via memo;
6. Assisting the PMO with physical property inventories;
7. Ensuring that physical inventories taken are complete, reconciled, and discrepancies are investigated and resolved;
8. Ensuring the availability of source documentation for all capitalized property;
9. Maintaining detailed records on personal property for their accountability area;
10. Supervising the PC, as necessary, in affixing bar code labels on all accountable property;
11. Certifying the accuracy of property items in his/her accountable area of responsibility by verifying and signing the certification statement for the year-end inventory;
12. Ensuring proper reporting to the O/S Personal Property Division, all newly procured property within five days of receipt; and
13. Ensuring all contractor-held and grantee-held government personal property (O/S furnished or Contractor-purchased) is properly documented, recorded, and disclosed.

## **Property Custodian (PC)**

The PCs are designated individuals who have the authority and responsibility for the immediate physical custody of all personal property in their custodial areas. PCs should be assigned manageable custodial areas such as a Division or Office and be physically located at the same location as the personal property for which they are responsible. PC duties are collateral and responsibilities include:

1. Maintaining current custodial records (copies of Order for Supplies/Services/other acquisition documents; property loan/lease/transfer/excess, other change forms, lists of sensitive items, receipts for items signed out, etc.) for all accountable personal property within their assigned custodial area;

2. Initiating, in coordination with the PAO, documents affecting the accountability and custody of personal property including CD50s, CD52s, etc.;
3. Identifying and reporting to the PAO any excess property;
4. Submitting appropriate reports promptly to the PAO for lost, damaged, destroyed, or cannibalized property;
5. Assisting with physical inventories and reconciling inventory records;
6. Assisting with employees separation clearance process by accounting for assigned property and signing a "Separation Clearance Certificate;"
7. Affixing bar code labels on accountable property;
8. Maintaining records of property loaned for off-site use or out for repair; and
9. Ensuring loaned property is returned in the same condition.

## **Management**

Supervisors and managers should support the PCs in executing his/her responsibilities by establishing and enforcing internal administrative and security measures necessary to ensure proper protection and use of Government property. Supervisors are also responsible for:

1. Notifying the PC when personal property becomes excess;
2. Notifying the PC when personal property is lost or missing;
3. Ensuring that personal property, including property available from excess is only acquired for official Government use and not for personal use; and
4. Ensuring that all personal property (including non-accountable personal property) is safeguarded, used for official purposes only, and disposed of in accordance with applicable policies and procedures.

## **Employees**

Each O/S and OIG employee who uses, supervises the use of, or has control over Government property, is responsible for that property. Responsibilities include

1. Ensuring the proper use, care, and protection of all personal property in their possession, custody, or control;
2. Ensuring that personal property in their possession, custody, or control is used only for Government purposes, and not for personal or private use;
3. Reporting immediately to supervisor and PC any personal property out of service, lost, or missing;
4. Notifying the PC when personal property becomes excess to their needs; and
5. Notifying the PC before removing personal property items, or bringing property items into an assigned

5. Notifying the PC before removing personal property items, or bringing property items into an assigned custodial area.

### **Property Board of Review**

The PMO appoints a Property Board of Review who review incidents involving loss, damage, or destruction of Government property and give O/S Personal Property Division permission to remove personal property items from the property records, financial accounts and Personal Property Management System. They also determine the financial liability for loss or damage of such property and provide authorization for removal of items from official property records.

Property Board of Review consists of three or more members, one of whom shall be designated as Chairman. PMOs, PAOs, or PCs shall not serve on a Property Board of Review. The PAO may act, however, in an advisory capacity. They should be composed of at least one individual who is otherwise knowledgeable about the personal property management process. Boards of Review may be appointed on a case-by-case basis depending on the circumstances of each case.

The power and role of the Board of Review will be explained further in the section of this manual on lost, stolen, destroyed, damaged or cannibalized accountable property.

### **Reviewing Authority**

The Director for Administrative Services is the reviewing authority for employee appeals on adverse findings of the Property Board of Review. The Director for Administrative Services will review the case on appeal, consider all the facts of the case as presented by the employee as well as the Property Board of Review, and will make a final determination. The decision of the Director for Administrative Services as reviewing authority, is final.

## **RECORD KEEPING**

### **Maintaining Property Records**

At this time, property files and records kept by individual Property Custodians and Property Accountability Officers are non-standardized and are organized by each PC and PAO based on individual preference. While the O/S Personal Property Division does not wish to require standardization at this time, forms are included in this document that might prove helpful guides for property record keeping (see Appendix).

PC's and PAO's may make accountable property tracking easier by maintaining uniformity in the type, retention of the records documenting loans, movement of accountable property outside its original custodial area, authorization to remove property from government buildings, and submission of documentation, (including excessing of non-accountable property) to authenticate the records contained in the Personal Property Management System. (See CD-50 Form and instructions for excess property, the OF-7 Property Pass Form, CD-547 Off-Site Accountable Property List, and CD-546 Loan Agreement and Receipt in the Appendix).

PCs and PAOs should prepare for semiannual inventories by utilizing a list of existing accountable property or by requesting a list of their accountable property from the O/S Personal Property Division. The PAO and PC should also have a list of all room numbers available for their custodial area.

#### **Records Kept by the PC**

The Property Custodian should retain a copy of accountable property documentation in files (typically arranged by Bar Code number) before they forward the document to their PAO to sign off, prior to sending to the O/S Personal Property Division. In addition, the PC should verify accountable property by requesting printouts of their accountable property from the O/S Personal Property Division.

PCs should maintain an up-to-date listing of all accountable property that is in use off-site. Loans of accountable property should always be processed through the PC and/or their PAO. Any loan of accountable property discovered after the fact by the PC and/or PAO should be immediately documented. (See DOC Off-Site Accountable Property List in Appendix). All property leaving Government space should be accompanied by an OF-7 Property Pass (See Forms Section of Appendix).

Specific documentation in the form of source and control records are repeated in various sections of this manual as different property transactions are discussed.

#### **Records Kept by the PAO**

The Property Accountability Officer, is the primary record keeper for all accountable property in their assigned accountability area(s). The PAO retains copies of all source and control records for each piece of accountable property during its useful life, copies of the contract or contract amendment supplied by the COTR for accountable property acquired by a contractor for the Government. The PAO also controls records for non-accountable property being excessed and documentation on all accountable property loaned to employees or others for off-site use, unless this responsibility is delegated to the PC.

## **Records Kept by the PMO/Personal Property Division**

The O/S Personal Property Division maintains an extensive hard copy filing system by barcode on all accountable property reported within the O/S and OIG, complete with the source and control records provided by PAOs and PCs. In addition, property inventory reconciliation information and documentation is retained in hard copy files by custodian number.

The primary Personal Property Management System utilized by the O/S Personal Property Division is an electronic database containing descriptive, accounting and inventory information on each piece of O/S and OIG accountable property. The property information within the Personal Property Management System is extensive. It provides various viewing, searching and sorting features. A history table, documenting every change made to each item of accountable property is also available.

## **Records Available from the PMO/Personal Property Division**

### **Descriptive Property Information Available**

Descriptive property information in the Personal Property Management System including: Custodian name, building, room, bar codes number, description code, property description, manufacturer, model, serial number, property type code, condition and possession code.

### **Accounting Information Available**

Accounting information available on each item including: document number, document type, receipt, date, acquisition date, acquisition amount, accounting class, funding type, object class, and expected life.

### **Inventory Information Available**

Inventory information available on each item of accountable property includes the latest inventory date, time and inventory technician's name as well as the status of the property for the current inventory. Inventory information also includes if an item was reconciled for the most current inventory.

### **Historical Information Available**

Historical information available on each item of accountable property includes: all changes to that property item; the date and time the change was made; the authorized system user who made the change; and a general remarks column.

The O/S Personal Property Division will issue a report to any requesting PC or PAO on property within their assigned custodial or accountability area. The Personal Property Division can customize a property report to meet individual PCs or PAOs needs; research problems or missing equipment; and assist the PC and PAO in the inventory preparation and reconciliation process. The O/S Personal Property Division will produce the year-end property list for certification.

## **Supporting Documentation**

Supporting documentation consists of documents that are used to support: (1) the Property System records; and (2) management use in its overall program planning, evaluation, financial statements, and control functions. Both types of records must be maintained for each personal property item.



## **Source Records and Control Records**

All formal personal property records shall be maintained by the PAO and/or PC for property items under their jurisdiction. In addition, the O/S Personal Property Division will maintain files on all O/S and OIG property. Normally, supporting documentation tracks personal property items from the time they enter O/S to the time they are surplus by GSA and formally removed from the records. Source records (documents pertaining to the acquisition of personal property and its cost) consist of any the following basic documents:

1. Copy of the Order for Supplies/Services (OF-347) (more commonly known as a Purchase Order, Contract or Lease), Vendor Invoice (when available); or Purchase Requisition (CD-435, if Order for Supplies/Services is not available) or Bankcard Statement.
2. SF-122, Transfer Order, Excess Personal Property
3. Loan Document or Memo
4. For partially received orders, an Invoice/Receipt Certification (CD-406) used in lieu of (OF-347)
5. Lease Documents (when available to supplement the OF-347)

Every property file folder will contain, the OF-347 (or other source document) listed above. If unavailable, a completed CD-50 or Personal Property Worksheet will be used in lieu of the prescribed source documents.

The purpose of maintaining the source documents listed above is to ensure the property is owned by the government, and that it is accounted for in O/S property records and financial records accurately. *Source documents pertaining to the acquisition of personal property and its cost must be retained for 3 years following the property disposition date.*

In addition to source records, personal property control records must be maintained in the item file folder through its life, as described above. Control records for personal property includes records needed for effective personal property management (i.e., changes to description or location, change in status of utilization, transfer, disposal and non-accounted property). Key information from both source and control records is entered in the Personal Property Management System.

The following documents/forms are considered control records:

1. Personal Property Control (CD-50)
2. Report of Review of Property (CD-52)
3. Property Pass (OF-7)
4. Property Loan Agreement and Receipt (CD-546)
5. Property Hand Receipt
6. Report of Excess Personal Property (SF-120)
7. Transfer Order, Excess Personal Property (SF-122)

## **Cut-Off Dates**

Since there is no satisfactory way to develop source documentation after the fact, the Federal Accounting Standards Advisory Board (FASAB) has proposed in two issue papers that agencies establish a cut-off date for dealing with unsupported valuations of personal property. O/S and OIG concur with the following FASAB statement for establishing a cut-off date.

*(The cut-off date for unsupported PP&E valuations should be reasonable, such as the beginning of the fiscal year after the passage of the Chief Financial Officer's Act of 1990, or the first year for which financial statements were prepared, and fully disclosed).*

The first financial statements under the CFO were prepared for fiscal year 1996. As a result, the Department and the Inspector General have determined October 1, 1995 as the cut-off date for maintaining full source documentation for personal property items entered in the Personal Property Management System. Further, O/S and OIG must collect all documentation for capitalized items (property that cost \$25,000 or more) from October 1, 1995.

For all property acquired during fiscal year 1995 and prior, the files should contain the source documentation that is still available (refer to list appearing earlier in this section). If additional information exists in the files that contradicts the source documentation, a memo to the file should also include a statement as to which document is most reliable and why. If these source documents or other supporting documentation cannot be located, then the PAO must complete a Personal Property Worksheet which details actions performed in placing a value on the item. A worksheet should be completed for each property item and should be maintained in a file with any other related data.

For all personal property acquired during fiscal year 1995 and subsequent, the files must contain the appropriate source documentation (refer to list appearing earlier in this section). If source documentation is not available, then the item is considered unsupported and the PAO must complete a Personal Property Worksheet for each piece of property and maintain it in a file with any other related data. Having a worksheet on file for capitalized items is essential as this information is recorded on O/S's and OIG's financial statements.

## **ACQUISITION**

### **Acquisition of Property by Order for Supplies/Services or Contract**

Property can be acquired by Order for Supplies/Services or contract, by loan, by incoming transfer, by donation, and/or by lease. (Reminder: Procurement of accountable property with a bank (credit) card is not allowed within O/S without a waiver from the PMO.)

All purchases of accountable property should be made on a CD-435, Procurement Request Form (See the Appendix). This form is available electronically from the Department of Commerce Electronic Forms Website at [www.doc.gov/forms/default.htm](http://www.doc.gov/forms/default.htm). The CD-435 is converted into a OF-347 by the procurement official when the purchase is authorized.

### **Acquisition of Property by Contractor on Behalf of the Government**

Some contracts allow the Contractor to procure property on behalf of the government. In these instances, the PAO shall coordinate with the designated Contracting Officers Technical Representative (COTR) to ensure all contractor-purchased accountable personal property is documented, and recorded in accordance with procedures described in this manual.

The COTR must provide the PAO with a copy of the contract or contract amendment authorizing the acquisition of the personal property and the vendor invoice.

### **Acquisition of Property by Loan, Incoming Transfer or Donation**

The receipt of accountable property by loan, incoming transfer or donation should be documented by completing a Personal Property Control Form CD-50 (See Forms Appendix).

### **Acquisition of Property by Lease**

The receipt of accountable property by lease should be documented by completing a Personal Property Control Form CD-50 (See Capitalized/Non-Capitalized Lease Appendix).

## **Reporting Property Acquisitions**

Upon receipt of the accountable property, the PC will attach a barcode label to the item (see barcode Procedures in following section) and record descriptive and location information about the accountable property on a CD-50 (See Forms Appendix). Once a copy has been made for the PCs files, the original of the completed CD-50 is submitted to the PAO for review before it is sent to the O/S Personal Property Division. The PAO should keep a copy of the CD-50 and source documentation for their own property records. The acquisition date is the date that appears on the official order document. The location of the acquired item should be clearly recorded on the CD-50. The procurement document or other source document should be attached to the CD-50 before it is forwarded to the O/S Personal Property Division. If there are several items on the procurement document, the barcode number should be written directly on the procurement document indicating which barcode is for each line item or set of line items.

When new property is received, it is essential to match it with the proper procurement document. If the property is received ahead of the procurement document, the PC or PAO should barcode it. If a month has passed and the PAO is still waiting for the documentation from the PC, he/she must investigate.

The PC and PAO should complete the processing of newly acquired property within 5 days of its arrival (labeling, document collection, and forwarding to the O/S Personal Property Division.

Even when there are no immediate plans to use new property, the PC should ensure that the item is in working condition, place a barcode on it, and report it to the O/S Personal Property Division. This simple step will benefit O/S in two ways. First, if a problem is discovered with the item's operation or condition, it can be returned while the item is covered by the warranty. If there are no problems, the OF-347 can be signed accepting the property for the Government, and the bill can be paid before interest charges start accruing. O/S and OIG can reap substantial savings from this action. Second, there will not be a lengthy delay between the payment for the item and the property being entered into the property records, thus avoiding the problem of the payment appearing as an unreconciled procurement.

## **BARCODING**

### **Barcoding Requirement**

All accountable personal property must be barcoded. As defined earlier, accountable property is:

1. Equipment and furniture meeting or exceeding an individual item acquisition cost of \$5,000.00,
2. Any personal property appearing on the 'Mandatory Sensitive List', or on any 'Individual Office Sensitive List', regardless of individual item acquisition price,
3. Any equipment leased by the O/S or OIG meeting capitalized lease standards,
4. Any equipment on loan to O/S or OIG,
5. Any software with an acquisition cost of \$25,000 or more, and
6. All contractors or grantee accountable or sensitive personal property.

All other property which has an acquisition cost of less than \$5,000 need not be barcoded.

### **Obtaining Barcodes**

Bar codes come in "peel-off" sheets of 80 to a sheet. They are available from the O/S Personal Property Division and can be requested in person in Room 2868 of the HCHB building, or by email or a memo to the Personal Property Division. A record is kept by the O/S Personal Property Division of the requesting PC or PAO, and the Bar Code numbers.

### **Barcode Location**

To make findings, reading, and recording the item's property number easier, barcode labels should be attached in the same place on all similar property items. The label should be visible and easily reached from the front of the item. Never place labels behind, inside, underneath, or in hidden nooks and crannies. If necessary, a label may be cut to fit an odd shaped item. Always leave a 1/4 inch section on each end so it can be easily and quickly scanned. To help the scanner accurately read the label, it must be placed on a smooth surface with its long side perpendicular to any curved areas.

### **Barcoding Computers and Peripheral Equipment**

If a monitor cost less than \$5,000 it is considered part of the CPU, or main part of the computer, and its cost is considered part of the CPU. If the cost is \$5,000 or more, it is tracked separately. Internal devices, e.g., modems or interface cards, are not barcoded. They are considered as part of the main system and the costs are included in the cost of the CPU. If internal devices are bought later, and they cost more than \$5,000 each, they must be accounted for by adding their value to that of the system. External devices, no matter how little they cost, must be barcoded and recorded in the Personal Property Management System. (An exception is made for the keyboard, trackball, and mouse which are included as part of the CPU cost.)

## **PC/PAO Responsibility for Barcoding and Follow Up**

The PC, under the supervision of the PAO, Barcodes all accountable property not previously in the O/S Personal Property Management System. The PC documents source information about the property, its location, Barcode number, serial number, make, model, and manufacturers on the CD-50 which he/she completes within five days of the arrival of the property. The PC then retains a copy of the CD-50, attaches the proper source documentation, and forwards the CD-50 to the PAO prior to its submission to the Personal Property Division. If it is preferred, the PAO can assume this responsibility.

## **Barcodes and the Personal Property Management System**

Once the label has been attached to the item, it becomes the property identification number (PIN). When the O/S Personal Property Division receives the CD-50 with the Barcode number and source information on the accountable property, they enter that information into the Personal Property Management System. That unique bar code number tracks this piece of accountable equipment, from this point forward. Throughout the life of the property, all transactions regarding this property must include this Barcode number. Barcodes as well as serial numbers should be recorded on supporting documentation, i.e. invoices, receipts, etc. to assist the Personal Property Division in easily identifying information about this property.

## **Errors Recording Barcodes**

Errors in recording or reporting Barcode numbers on another CD-50 as a "Change." (See Forms Appendix)

## **Removal/Replacement of Barcodes**

The unwarranted removal of a Barcode label from an accountable piece of property without authorization may be interpreted in a court of law as evidence of an attempt to convert the property to personal use, a criminal offense under 18 U.S.C. 641.

## **TRANSFERS**

When reporting transfers of property, the PC will complete the entire CD-50. The following transfer scenarios should enhance the management of personal property at the PAO and PC levels and facilitate physical inventories:

1. When an item is moved to a different PC's area under the same PAO, the PC should notify the PAO prior to the move. The PC should complete the CD-50, and sign as the Releasing Official. The gaining PC should sign as the Receiving Official. Both PC and the PAO should receive a copy of the CD-50. The original CD-50 should then be forwarded to the O/S Personal Property Division for data entry. The change should be reflected in the subsequent monthly PC reports for each affected PC. The documentation should also be moved from the releasing to the receiving PCs.
2. If an item is moved between PC's areas under different PAOs, the releasing and receiving PAOs coordinate the exchange and keep the affected PCs informed. The releasing PAO/PC completes the CD-50. All related documentation is transferred from the releasing PAO/PC to the receiving PAO/PC at the time the equipment is transferred. The CD-50 should then be forwarded to the O/S Personal Property Division for data entry.
3. If an item is moved from O/S or OIG to another Commerce bureau, the procedure for transfer from PAO to PAO should be followed. The CD-50 should be forwarded to the O/S Personal Property Division for data entry.

If the shipping/receiving office must move the property, forward the CD-50 to the Shipping/Receiving Office, Room B511. The receiving office foreman will schedule delivery and will retain a copy of the CD-50. A copy of the CD-50 will be delivered with the property for the receiving PC/PAO's signature.

The receiving PC/PAO will complete the accounting class block (if necessary), sign as the receiving official, retain a copy of the CD-50 and forward a copy of the CD-50 to the O/S Personal Property Division for entry into the Personal Property Management System.

## **LOANS AND TEMPORARY USE**

### **Policy Concerning Loans of Personal Property**

It is the policy of O/S and OIG that loans of personal property are to be discouraged. It is understood, however, that certain, special, justified circumstances occur in which a loan provides the best use of the federal property. The office, program, function or mission of O/S or OIG must not be impaired by this action. Vehicles may never be loaned.

### **Authorized Borrowers of O/S Property**

O/S and OIG property in the Washington metropolitan area may be loaned to other O/C Property Custodians, to other government agencies, to non-government personnel, such as contractors; or institutions, such as Universities for situations in which there are documented benefits to the Federal government which will result from such a loan.

### **Length of Loan**

The period of the loan must be clearly defined. There is no such thing as an indefinite loan. Thirty (30) days or less is considered to be a normal loan duration. With significant justification and approval, loans may be made for a maximum period of one year. If the personal property is still required after a loan duration has expired, a renewal must be initiated. Renewals must be undertaken with the same justification and approval requirements as a new loan.

### **Borrower's Responsibilities**

Except for deterioration from normal use, property must be returned in the same condition as it was before the loan. All damages, repairs, and replacement costs are the borrower's responsibility. Transportation of the property must be undertaken by the borrower. When asked, the borrower must be capable of telling O/S where the property is located, and, if required, to deliver the property to a designated location for physical inventory.

### **Loan Procedures**

When recording loans of personal property from one PC's area to another, the PAO lending the property, in consultation with the lending PC, will complete the entire CD-50.

Requests for approval of a loan to other government agencies, contractors, or private institutions are submitted to the PAO via a justification memorandum from a program manager with a Property Loan Agreement and Receipt Form attached (See Forms Appendix). The conditions of the agreement as set forth under "Conditions of Loan" on the form may not be changed, but may be expanded under item 8 of the Property Loan form.

The Justification Memorandum must:

1. Declare that the property is not currently required by the owning organization.



2. Declare that the property is not excess property, that it will still be needed by the office upon its return to the loaning unit.
3. Declare that the loaning office will not require a substitute item from excess or other sources during the duration of the loan.

The Property Loan Agreement and Receipt Form must:

1. Briefly state the purpose of the loan
2. Completely describe the property being loaned, including the Commerce barcode and serial numbers.
3. Specify the period of the loan agreement.
4. Be signed by the loaning PC in the signature block in the upper right-hand corner of the form.
5. Have the appropriate management approval signature.
6. Have the borrower's signature and agreement to loan restrictions.

For additional requirements on loaning personal property, refer to Chapter 3, of the DOC PPM.

### **Keeping Track of Loaned Property**

The original of the Property Loan Agreement and Receipt Form is retained by the loaning PC, a copy is given to the borrower, a copy is kept by the PAO, and a copy is sent to the O/S Personal Property Division. The loaned property will remain in the inventory of the Property Custodian loaning the property. During annual physical inventories, the PAO must account for it to the O/S Personal Property Division.

### **Temporary Use of Property Outside the Custodial Areas by O/S Employees**

If an individual is required to perform official government work at home, in the field, or while on business travel, property items needed for job performance may be temporarily "loaned". O/S employees may "borrow" an item, such as a laptop computer, and take it out of an assigned custodial area if they must use it to perform specific tasks outside of normal work locations or after hours. Personal property or sensitive items may not be temporarily "loaned" for personal employee use.

### **Temporary Use Approval**

The immediate supervisor has authority to approve temporary use "loans" of personal property to O/S employees for time periods not to exceed two (2) weeks. For temporary use "loans" expected to exceed two weeks, the PAO must approve the loan.

### **Temporary Use Procedures**

The employee must initiate a CD-546 "Loan Agreement/Receipt" request stating the purpose of the temporary use "loan", describing the property item (including the barcode number and serial number), acknowledging responsibility for it, and agreeing to return it no later than a specified date. The supervisor approves the form

and forwards it to the PC. The PC approves the form. The original is maintained in the property custodian's files; a copy is provided to the individual; a copy is forwarded to the PAO, and a third copy is forwarded to the O/S Personal Property Division.

(Note: This CD-546 request does not serve the same purpose as a Property Pass (See Forms Appendix). The Property Pass is used as a permission form to remove property from the building and must be presented to the guard.

## **CHANGES**

When the status of accountable property changes, the PC completes a CD-50, marks the "CHANGE" block CD-50, and indicates the type of change. (See Forms Appendix) Types of property changes required to be reported on a CD-50 includes: reporting of recording errors and general changes, i.e. change of room number; change Barcode number.

As with the completion of the CD-50 generally, the PC makes a copy of the document, forwards it to the PAO for review and submits the original, along with any other necessary documentation, to the O/S Personal Property Division for entry into the Personal Property Management System.

## **DISPOSALS**

### **Reporting Excess Property**

The PAO, O/S Personal Property Division staff, NOAA Warehouse staff, and GSA work together to remove, screen, and/or dispose of excess personal property. At any time during this process, PCs should feel free to call O/S Personal Property Division with any questions or concerns.

All requests within O/S or OIG for excess property must be coordinated between the PC, PAO and the O/S Personal Property Division. The PC contacts the PAO and requests that excess property be removed from his/her accountable area. The PAO evaluates the property for use in another custodial area. If excess is found, a transfer is made (follow transfer instructions). If property is excess to the entire accountable area, a CD-50 is prepared as indicated in the forms section of the Appendix.

When reporting property as being excess to the PAO or PC, the PAO or PC completes the CD-50 and types in the information as instructed in the Forms Appendix. All personal property (both accountable and non-accountable) must be reported and disposed of in accordance with government regulations (refer to Chapter 5, of the DOC PPM).

The releasing PAO forwards the CD-50 to the O/S Personal Property Division. The O/S Personal Property Division verifies the information in the PPMS (Personal Property Management System) and forwards the CD-50 to the Shipping & Receiving Office located in Room B511, and retains a signed copy of the CD-50. The Shipping/Receiving Office will schedule the excess property to be picked up. The items are first forwarded to a holding area in B511 and then moved to the NOAA Warehouse. Once confirming signatures indicating receipt by the NOAA Warehouse, the Personal Property Division will move the item to Excess in the PPMS confirming that the item is in the Warehouse.

The Excess Property staff at the NOAA Warehouse will enter the item into the Agency Asset Management System (AAMS) for the property to be reported to GSA. GSA will return disposition instructions to the NOAA Warehouse staff, who will return the instructions to the O/S Personal Property Division or enter the items in the PPMS. Using the GSA instructions, the O/S Personal Property Division retires the item as a disposal from the PPMS. *Files are maintained by all offices for at least three (3) years.*

### **Trade-In of Equipment**

When appropriate, equipment can be traded-in to help defray the cost of a like new item. Guidelines have been developed to make trading in property easy and fair. Before the item can be exchanged it must be considered excess to the needs of the O/S or OIG, and the Department of Commerce.

A financial depreciation schedule lists an item's approximate worth at a given time. An example would be the "blue book" which gives a car dealer the approximate worth of a trade-in. GSA has developed similar documents for all kinds of property. These must be used to determine the true worth of the item for trade.

The items to be traded-in should be comparable in value, or a lower valued item like an obsolete computer can be traded for a higher valued item such as a computer. Trade-ins should be reported to the O/S Personal Property Division on a CD-50 "change," with a copy of the Order for Supplies/Services (OF-347) documenting the trade-in as an attachment.

## **Obsolete Computer Software**

The following procedures are based on information acquired from the Software Publisher's Association. Most of our software programs are not owned outright. A licensing agreement is undertaken with the publishing company. Each one varies, so these are general rules of thumb.

There are three ways to dispose of obsolete software. An individual may pursue the one which best meets his/her needs:

*Donation.* If you wish to give software to another group or individual, contact the program's publisher who may have a list of approved recipients. Word Perfect is a prime example of this. If you contact them, they will give you names of people or organizations whom they permit to receive copies of outdated software.

*Disposal.* Obsolete program discs may be either conventionally reformatted, or passed in front of a strong magnet. e.g., bulk tape eraser. Both processes ensure that the data has been permanently removed and the disc can be reused for other purposes. Once either of the processes has been accomplished, these disks are treated as simple supply items, which fall below the threshold for excess screening. Additionally, software and all accompanying documentation may be thrown away.

*Excess.* A third alternative is to inform the PAO of your software's availability, and he/she will advertise it to see if other DOC units would be interested in obtaining it.

All capitalized software (cost of \$25,000 or more) that is obsolete or excess to the needs of the organization must be removed from the Personal Property Management System. The PC should report it on a CD-50 and forward it through the PAO to the O/S Personal Property Division.

## **Lost, Stolen, Damaged, or Destroyed Property**

The individual discovering the property missing, damaged, or destroyed shall immediately notify his/her immediate supervisor and PC of the incident. The individual and PC initiates an investigation within the immediate area to determine the circumstances surrounding the loss.

If theft is suspected within a government facility, the PC immediately contacts the DOC Security Guard's Office at (202) 482-4584 to request that the incident be reviewed by them. If the theft occurred outside of a government facility, the local authorities should be notified and a report should be filed. The PC also informs the PAO of the incident. The PAO may want to conduct a cursory investigation within O/S or OIG in the event that the property may have been removed by an O/S employee or contractor employee without notifying the individual or PC of the action.

The PAO assists the PC and the employee with the greatest knowledge of the property circumstances in preparing a Report of Review of Property (Form CD-52). The PAO then forwards the report with any supporting documents (including a copy of the investigation report or the report number if the report is not available) to the PMO for action. The PMO should receive all reports within 10 days after the incident.

The PMO may approve the Report of Review of Property when the individual item costs less than \$5,000.00 or when residual value of the item is determined to be less than \$5,000.00.

## **Cannibalized Property**

It is often the case that the best utilization of Government property calls for recycling working parts out of one broken piece of equipment to fix a second broken item. This practice is known as cannibalization.

In complying with the DOC PPM, Chapter 5, Section 5.3001, cannibalization of DOC owned property may be conducted only if all the following conditions exist:

1. Repair of the broken or worn parts is not possible.
2. Required parts are not available from other units previously cannibalized.
3. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.
4. A CD-52, Report of Review of Property, must be signed and approved by the PMO or a Property Board of Review, indicating that actions have been taken to verify the conditions listed in the above paragraphs on any item of property with a unit acquisition cost of \$5,000 or more or any sensitive item.

## **PROPERTY BOARD OF REVIEW**

### **Circumstances for Convening**

Any incident of loss, theft, damage, destruction, or other condition adversely affecting accountable personal property shall be investigated and reported. All investigative facts shall be referred to the PMO who shall convene the Property Board of Review (Board). The Board examines facts to determine and establish the extent of personal liability based upon findings.

The PMO shall convene the Board, in accordance with PPMM, Chapter 4, Section 1002, for the following circumstances:

1. When the incident is known or suspected to be the results of willful intent or gross negligence, regardless of the property value; or
2. The item of property involved has an original acquisition cost of \$5,000 or more (unless the PMO certifies in writing that the particular circumstances clearly indicate that a review is unwarranted, such as when there is no reason to suspect neglect, misuse, or theft, such as cases of apparent inventory processing discrepancies); or
3. Recurring irregularities in a single location or property account; or
4. If there is more than one item in a report and the cost is over \$10,000.

### **Membership**

The Board consists of three members appointed by the PMO for a period not to exceed two years or on an as needed basis. The PMO, PAOs, and PCs are not permitted to serve on a Property Board of Review. They may act, however, in an advisory capacity. The board members elect one of the Board member to serve as Chairperson. At the end of two years, the PMO or his/her designee will contact the Board members to inquire if they would like to serve another two years. If a Board member has to be replaced, a new member will be selected within thirty days.

### **Responsibility of The Property Board of Review**

It is the responsibility of each member of the Board to exercise independent judgement, free from influence by recommendations or suggestions of other board members, employees, or superiors. Findings should be based on actual investigation of all available evidence.

### **Recommendation of The Property Board of Review**

The Property Board of Review decides if any action is required against the responsible employee under circumstances of lost, stolen, damaged, or destroyed property. The circumstances surrounding these unfortunate occurrences are reviewed and recommendations for ensuring that these problems do not reoccur are forwarded to the PMO who may either concur with the findings or request more information.

## **Determining Financial Liability**

Recommendation of monetary liability action is based on a preponderance of evidence that the employee was neglectful of his/her duties, careless, or had wrongful intent while working.

A recommendation to hold an employee liable will be made when an investigation is determined:

1. That the property was missing, damaged or destroyed as a result of its being used for other than official purposes;
2. That the loss, damage or destruction was due to simple or ordinary neglect or negligence, which is an act of the failure by the employee to exercise the degree of caution, attention and vigilance necessary to protect the interest of the Government; and
3. That the loss, damage or destruction was due to gross negligence, which is an act of omission by the employee which includes elements of misconduct, willful negligence, or a wanton and reckless disregard for property.

## **Consideration Factors**

1. Is there enough evidence to support the claim?
2. Is this a one time incident or part of a larger pattern?
3. Have mistakes, judgment errors, and/or physical limitations been considered?
4. Have person in authority made property policies and procedures clear?
5. Have proper security and loss prevention procedures been implemented and observed?
6. Are there factual repair, construction, replacement, rehabilitation, depreciation, or resale statements and/or estimates present?

Employees will not be determined to be liable for loss, damage or destruction attributable to inadequate supervision, instruction, training, or inherent defects in the property. When an employee has been found liable and voluntarily wants to make restitution or repairs, the Property Board of Review may elect to accept this offer contingent on the entire liability being covered and the replacement not costing the government anything.

To determine the amount of financial liability, the Board will follow the DOC PPM. Chapter 4. Section 1008.

## **Dissenting Opinion**

Whenever there are dissenting opinions from the findings and recommendations among the members of the Board of Property Review, the majority opinion will be the recommendation of the Board. The minority view will be appended to the report for the employee's line manager.

## **Line Manager Responsibilities**

In cases where the employee is found liable, the PMO provides the affected line manager with the Board's Report of Review. If the line manager agrees with the Board, he/she proceeds with the liability action. The line manager may return a Board finding for reasons of technical insufficiency or inadequate documentation. If a stalemate develops between the Board and the line manager at this time, the PMO takes the case to the review authority for a final determination.

## **Review Authority**

The reviewing authority for O/S and OIG employees will be the Director of Administrative Services.

## **Employee Notification of Board's Findings**

The line supervisor provides the employee with a copy of the Board's findings along with a memorandum advising the employee to respond in writing within ten business days.

## **Employee Response Options**

An employee has the right to have an adverse finding reviewed by a higher authority. A request by the employee for such a review should be submitted in writing by the employee to the line supervisor and describe in detail the specific reasons that the findings should be reviewed. The PMO will forward the request, his/her comments, along with any comments by the line manager, and the complete Board of Review record to the appropriate reviewing authority. The decision of the reviewing authority shall be final. Whether the employee concurs or disagrees with the results, a written reply must be forwarded to the Board. If no response is received within 15 working days, it is assumed that the employee agrees with the findings, and actions will proceed.

## **Billing the Employee**

The affected employee's supervisor who signs his/her time and attendance records will prepare an SF- 1114, a Bill for Collection Form which will be forwarded to the Office of Human Resources Management for action.

## **Reporting the Board's Findings**

In addition to the person(s) who reported the loss, theft, or damage of O/S property, the appropriate approving official; Office of Personnel; Accounting; the review authority; and the individual violator's immediate supervisor are informed of Board actions.



## **THE "COMPUTERS FOR LEARNING" PROGRAM**

### **Donation of Educationally Useful Federal Equipment**

Following is the DOC policy, authority, and procedures for the direct transfer of excess DOC research equipment and computers to educational institutions and other non-profit organizations. This policy reflects the goals of the cited legislative authorities to expedite the current disposal of property process and is an effort to enhance the education system by providing schools with computers for learning technology.

Personal Property Management Manual  
Revised Section 5.1300  
July 17, 2000

#### **5.1300 DONATIONS OF EXCESS COMPUTERS AND RESEARCH EQUIPMENT**

##### **5.1301 PURPOSE**

This section sets forth the Department of Commerce (DOC) policy, authority, and procedures for (1) donation of excess DOC-owned research equipment to educational institutions and nonprofit organizations for technical and scientific education and research activities, (2) donation of excess Federal computer equipment to schools and nonprofit institutions under the "Computers for Learning" Program, and (3) donations through various other federal donation programs, giving special consideration to those with the greatest need. Organizations covered by the referenced donation programs include: Hispanic Serving Institutions, Tribal Colleges and Universities, Historic Black Colleges and Universities, and other nonprofit educational programs.

##### **5.1302 POLICY**

- a. DOC will assist the national education goals through the donation of excess DOC-owned research equipment to educational institutions or nonprofit organizations for technical and scientific education and research activities and donation of excess computers to schools under the "Computers for Learning" Program. DOC shall give highest preference to elementary and secondary schools in empowerment zones and enterprise communities or to the recipients of federally funded mathematics and science projects where the equipment would further enhance the progress of the project. All donation transfers shall be made at the lowest cost permitted by law.
- b. Each DOC Bureau Property Management Officer (PMO) is responsible for managing the donation of excess DOC-owned research and computer equipment in accordance with the provisions of subsection 3710 (i) of the Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. 3710 (i)) and Executive Order 12999 "Educational Technology: Ensuring Opportunity for All Children In the Next Century."
- c. Requests for transfer by DOC Bureaus take precedence over transfers to eligible organizations under the Stevenson-Wydler Technology Innovation Act (41 CFR 43-102). Transfers to eligible organizations under the Stevenson-Wydler Technology Innovation Act and Computers for Learning (Executive Order 12999) may take precedence over all other donations to eligible organizations as addressed in the provisions of section 203 (j) of the Federal Property and Administrative Services Act (40 U.S.C. 483).

- d. DOC will annually report all excess equipment donations to the General Services Administration in accordance with the provisions of section 203 (j) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 483).
- e. In order to ensure that equipment provided under this policy is useful, bureaus shall avoid unnecessary stripping of computer components (such as hard drives).
- f. Within the scope of the Computers for Learning school donation program (Executive Order 12999), software may also be donated, either on diskettes or installed on the hard drive of the computer. The following categories of eligibility exist for software donation:
  - 1. Software may be transferred based on the terms and conditions of the software license agreement.
  - 2. Some software development corporations sponsor software donation programs which permit organizations purchasing upgrades to donate the older versions of upgraded software products to schools and non-profit organizations. By doing so, programs like this enable selected schools to acquire useful copies of software products at no charge. However, the licenses for the software may not be transferable, and as such, the organization may not be eligible for technical support or upgrades. Check with the software vendor or license holder for permission to transfer specific software.
- g. Any issues that may arise in implementing this section shall be referred to the Department Property Management Officer for review and consideration.

#### **5.1303 AUTHORITY**

- a. This policy is based on the authority for the donation of excess research and computer equipment as contained in the following:
  - 1. Section 11 of the Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. 3710 (i)) states:
 

“(i) Research Equipment. The Director of a Laboratory, or the head of any Federal Agency or department, may give research equipment that is excess to the needs of the laboratory, agency, or department to an educational institution or nonprofit organization for the conduct of technical and scientific education and research activities. Title of ownership shall transfer with a gift under the section.”
  - 2. Guidelines in support of the National Education Goals (20 U.S.C. 5812) as provided in Executive Order 12999, “Educational Technology: Ensuring Opportunity for All Children in the Next Century,” dated April 17, 1996, or issued by the Coordinating Committee on Education-Related Federal Equipment.
  - 3. Guidelines in support of the education goals for Hispanic Serving Institutions as provided in Executive Order 12900.
  - 4. Guidelines in support of the education goals for Historically Black Colleges and Universities as provided in Executive Order 12876.

5. Guidelines in support of the education goals for Tribal Colleges and Universities as provided in Executive Order 13021.
6. Basic regulations on the donation of excess federal personal property contained in the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 471 *et seq*).

**b. Definitions.**

1. "Community-based educational organizations" means nonprofit entities that are engaged in collaborative projects with schools or that have education as their primary focus. Such organizations shall qualify as nonprofit educational institutions or organizations for the purposes of section 203 (j) of the Federal Property and Administrative Services Act of 1949, as amended. (As referenced in Executive Order 12999.)
2. "Educationally useful Federal equipment" means excess personal computers and related peripheral equipment (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, that are appropriate for use in pre-kindergarten, elementary, middle, or secondary school education. It shall also include computer software, where the transfer of licenses is permitted. (Executive Order 12999.)
3. "Research equipment" means excess Federal property appropriate for mathematics and science education activities, as defined by and in accordance with the regulations of the agency that owns the research equipment.
4. "Schools" means individual public or private educational institutions encompassing pre-kindergarten through twelfth grade, as well as public school districts. (Reference Executive Order 12999.)

**5.1304 ELIGIBLE ORGANIZATIONS**

- a. Eligible organizations include schools, nonprofit educational organizations, and community-based educational organizations. Eligible organizations are further defined in Section 5.1305. These eligible organizations may be state, private, parochial, or home schools with state-approved registration. Questions on the eligibility of specific organizations should be referred to the Chief, Personal Property Division, Office of the Secretary for resolution.

**b. Types of Eligible Schools and Non-Profit Educational Organizations:**

1. University
2. College
3. School:
  - (a) High School
  - (b) Junior high school or Middle School
  - (c) Elementary school
  - (d) Kindergarten
  - (e) Pre-kindergarten or nursery school
  - (f) Vocational school
  - (g) Apprentice trade school
  - (h) Occupational skill center
  - (i) School of nursing
  - (j) Dental school
  - (k) Business school
  - (l) Secretarial school

- (m) Professional school
- (n) Training center
- 4. School for the mentally or physically disabled
- 5. Child care or day care center
- 6. Museum
- 7. Library
- 8. Noncommercial educational radio or television station
- 9. Training centers for senior citizens

c. Requirements for Establishing Eligibility:

- 1. IRS ruling of exemption under section 501 of the Internal Revenue Code.
- 2. Proof of accreditation, approval, or licensing by an appropriately recognized authority (e.g., a State board of education or a regional or national accrediting association) when it is a requirement of the applicant's program.
- 3. Conformance to the definition of an educational entity (e.g., school, college, university, etc) as set forth in 41 CFR 101-44.207 (a), (c), and (f).

#### 5.1305 GENERAL PRIORITY CRITERIA FOR ELIGIBLE ORGANIZATIONS

The following six categories of eligible organizations shall receive precedence when there are multiple organizations requesting the same personal property. When the personal property requested is appropriate for use at the elementary and secondary school level, the Bureau PMO may give priority to elementary and secondary schools over colleges and universities. However, many factors may be used to determine the most beneficial use for property and the specific eligible activity that should receive the property. Bureaus shall establish a mechanism (e.g., a review committee) to determine which eligible organizations will be offered available equipment. The PMO may request assistance from the Chief, Personal Property Division, Office of the Secretary to resolve competing transfer requests.

a. Schools and non-profit organizations that are requesting excess personal property as part of an existing or anticipated collaboration with a DOC organization. Examples include the following:

- 1. Adopt-A-School/Partnership Schools.
- 2. Schools in Education Reform Initiatives to Promote Excellence.

b. Schools with the greatest need such as those in Enterprise Communities and Empowerment Zones. These schools serve the poorest students and lack access to adequate outside resources. These schools include:

- 1. Schools in economically depressed areas.
- 2. Inner city schools.
- 3. Rural schools.

c. Educational organizations that emphasize math, science, or technology. Examples include:

- 1. Magnet schools
- 2. Schools with Federally-funded research and development projects.

d. Educational Organizations with special significance:

1. Hispanic-Serving Institutions (Reference Executive Order 12900)
2. Historically Black Colleges and Universities (Reference Executive Order 12876.)
3. Tribal Colleges and Universities (Reference Executive Order 13021.)

e. Colleges and Universities with technical emphasis.

f. State agencies for redistribution to non-profit organizations.

**5.1306 DISSEMINATION OF INFORMATION TO ELIGIBLE ORGANIZATIONS**

- a. When requests for information are received, each Bureau PMO is responsible for providing eligible organizations with information on the donation program and information about the types of property available from the bureau in the organization's local area.
- b. The Bureau PMOs are responsible for ensuring donations are equitably distributed among needy eligible organizations in the community. General priority criteria for eligible organizations are described above in Section 5.1305.

**5.1307 SCREENING OF AVAILABLE EXCESS RESEARCH EQUIPMENT**

- a. The head of each eligible organization must provide a written list (on organization letterhead) of their authorized screeners to the Bureau PMO prior to any screening.
- b. Authorized screeners (possessing appropriate picture identification) must make arrangements with the Bureau PMO or his/her designee to screen available excess equipment. Screening arrangements shall be at the convenience of the Government. Screeners shall be able to visit the disposal location to review and select any available excess equipment. Selected property must be frozen by notifying the Bureau PMO. The freeze may be registered at any stage of the disposal process, including the Department's 15 day internal screening period; however, DOC Bureaus have precedence over the eligible organizations. (See Sections 5.202, "Interdepartmental Reporting of Excess Personal Property," and 5.1302.c above.)

**5.1308 DONATION PROGRAM PROCEDURES USING GSA WEBSITE**

The following procedures shall be used to establish a direct donation program. The program shall be conducted in a fair and equitable manner.

- a. Whenever possible, the Computers for Learning Website shall be used to donate and promote the availability of equipment to eligible organizations. If it is not possible to use the Website, bureaus may use some form of manual or automated record keeping to promote and donate the property similar to the procedure outlined in Section 5.1309 below.
- b. Bureau PMOs control access to the Computers for Learning Website at [www.computers.fed.gov/property/pm1.asp](http://www.computers.fed.gov/property/pm1.asp). The Bureau PMOs will issue registration codes for read-only access, read/write access, supervisory read-only access and supervisory read/write access to their users. The instruction book for use of the website is available online and can be printed from that site.
- c. Schools and non-profit organizations who are interested in participating in the Computers for Learning program can register on the Website at [www.computers.fed.gov](http://www.computers.fed.gov).

- d. The acquiring organization is responsible for removal and shipment of the property from the DOC storage location. DOC will not act as the shipping or billing agent for the acquiring organization. The Computer for Learning Website provides information on a public-private partnership with transportation companies for the transportation of computers ([www.hhgfaa.org/partnership](http://www.hhgfaa.org/partnership)). If it is not possible to use a transportation company through the website, the gaining eligible organization will need to make other arrangements.
- e. Bureaus are responsible for properly packing (boxing or shrink-wrapping) the equipment.
- f. The transfer of title for the research equipment is accomplished at no cost to the acquiring organization through this website. The electronic "Transfer of Title" that is provided through the website must be signed and returned by the acquiring organization.

**5.1309 PROCEDURES FOR TRANSFERRING PROPERTY TO ELIGIBLE ORGANIZATIONS IF WEBSITE CANNOT BE USED**

- a. Eligible organizations will submit to the Bureau PMO a completed Standard Form 122, "Transfer Order Excess Personal Property," or CD-50, "Personal Property Control Form," within 14 calendar days from the date the freeze was placed on the property (See Section 5.1307.b above). Eligible organizations can obtain the SF-122 or CD-50 from the Bureau PMO or at the following websites: CD-50 from [www.doc.gov/OEBAM/catalog.htm](http://www.doc.gov/OEBAM/catalog.htm); SF-122 from [www.fillform.gsa.gov](http://www.fillform.gsa.gov).
- b. The Bureau PMO will provide a copy of the SF-122 to an eligible organization as notice that property has been approved for transfer to their organization by providing a copy of the SF-122 to the acquiring organization. The Bureau PMO will also advise the acquiring organization when the property is available for pickup and removal.
- c. The disposing organization will obtain a "Certification Statement" (see following illustration), signed by an appropriate official from the eligible organization. The certificate will be attached to the disposing organization's file copy of the completed SF-122 or CD-50.

I hereby certify that the property being obtained by an ☐ educational institution or ☐ nonprofit organization will be placed into use at the organization for the conduct of ☐ technical or ☐ scientific education or ☐ research activities.

My organization hereby releases the Federal government, DOC, or persons acting on behalf of DOC, from any and all liability of every kind and nature whatsoever (in accordance with state law) resulting from the receipt, shipping, installation, handling, use and maintenance of the property after said property is physically removed from the DOC facility.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
SF-122 Transfer Order No.

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

- d. The Bureau PMO will sign the SF-122 and approve the transfer to the eligible organization.
- e. The acquiring organization is responsible for removal and shipment of the property from the DOC storage location. DOC will not act as the shipping or billing agent for the acquiring organization.
- f. Bureaus are responsible for properly packing (boxing or shrink-wrapping) the equipment.

#### **5.1310 REPORTING TRANSFERS OF EXCESS RESEARCH EQUIPMENT**

- a. The Computers for Learning Website will automatically compile annual data on transfers under this program. The Bureau PMO will maintain all official files associated with the transfers of excess equipment to eligible organizations.
- b. The Bureau PMO, when unable to use the Computers for Learning Website to transfer computers or scientific equipment directly to schools or nonprofit organizations must compile data on all transfers and submit the data to the Departmental Property Management Officer. All reports will be consolidated for the Annual Report of Personal Property Furnished to Non-Federal Recipients submitted to the General Services Administration.

#### **5.1311 OTHER TYPES OF PROPERTY**

The Bureau PMO shall forward requests by eligible organizations for any excess property not listed within the definition of research equipment to the Chief, Personal Property Division, Office of the Secretary, for review and approval. The request shall include the name of the requesting organization, the specific property requested, and a specific description of how the requesting organization intends to use the property for the conduct of technical and scientific education, research organizations, or other purposes.

## **PHYSICAL INVENTORY**

### **Definition**

A physical inventory is the actual counting and recording of all the accountable and sensitive personal property O/S and OIG or any other Federal agency possesses.

### **Importance**

Conducting the physical inventory is important because it:

1. Ensures there are complete property and financial records;
2. Examines how well O/S is tracking personal property;
3. Determines if any property items are missing; and
4. Determines if all new property has been barcoded and entered into the property tracking system.

### **Objectives of Physical Inventories**

The purpose of a physical inventory is to ensure that property records and related financial accounts are in agreement with the equipment actually on hand. As an essential element of the equipment accountability and control system, a physical inventory provides for:

1. Determining the completeness and accuracy of the property records and financial accounts;
2. Reconciling and adjusting the accountability records and the general ledger control accounts as required;
3. Reconciling and adjusting the custodian's records, as required;
4. Reconciling and adjusting source documentation as recorded in the Personal Property Management System for accountable property;
5. Assessing the effectiveness of equipment accountability, control procedures, operations; and
6. Obtaining information needed for accomplishing broader aspects of equipment management, such as identifying equipment which is being under-utilized or is just sitting around gathering dust and ascertaining items that require repair or rehabilitation.

### **Frequency**

O/S and OIG headquarters conduct wall-to-wall physical inventories twice a year (approximately March and September). The year-end physical inventory is conducted O/S-wide and at OIG headquarters in coordination with the OIG Auditors.



## **Special Circumstances**

If a PC leaves or gives up his/her duties, a joint inventory should be taken with the new custodian, and overseen by the PAO, to make sure that all property is accounted for and files are in order.

## **Inventory Responsibility**

The O/S Personal Property Division or their contractor, are responsible for the scheduling and scanning of accountable property during an inventory. Every accountable item must have a Bar Code tag attached to it. Accurate, quick inventories are conducted with the use of a Bar Code scanner. Through the use of this device, Bar codes are read optically, and the information is transferred to the Personal Property Management System now in use by the O/S Personal Property Division.

Manual inventories are also conducted with the aid of printed property reports and a blank form for capturing unlisted items, if any.

Regardless of the manner in which the inventory of property is conducted, the PC and PAO are an integral part of the inventory and often accompany inventory personnel to insure the accuracy of the PC's records.

## **Inventory Steps**

The physical inventory consists of the following action steps:

1. The O/S Personal Property Division prints PC inventory reports prior to each inventory along with an inventory schedule.
2. In preparation for the physical walk-through, PAOs provide the PCs with their respective inventory report and review the physical inventory schedule. They also prepare an "Off-Site Accountable Property List" for all items with authorized usage off-site.
3. The Inventory is conducted by the Personal Property Division or their contractors with the assistance of the PAOs and/or PCs. The "Off-Site Accountable Property List" is given to the inventory technician.
4. Discrepancy reports are printed and distributed to PCs by the Personal Property Division.
5. The PCs with the cooperation of PAOs reconcile the completed PC discrepancy reports. They provide CD-50s and source documentation on all acquisitions not previously recorded in the Personal Property Management System.
6. The PAOs report property not found during the inventory on form CD-50 (if excessed) or CD-52 with an explanation of the situation and actions that have been taken to trace each missing property item.
7. The PAOs submit CD-50s or CD-52s to the PMO for action by the PMO or the Property Review Board as appropriate.
8. The Personal Property Division or their contractors make necessary adjustments to the Property Tracking System based on overall physical inventory results, including approved CD-52 actions.

9. The Personal Property Division or their contractors print reports that reflect actual inventory results submit them to their respective PAOs and PCs for certification. The PC retains a signed copy. The original is returned to the O/S Personal Property Division.
10. During the annual financial audit (resulting from the year-end audit), source and tracking documentation are reconciled against a sample of property items in the Personal Property Management System. Documentation must be produced upon receipt of request.

## **APPENDIX**

## **CONTACTS**

## **CONTACTS**

### **For Information on:**

#### **Property Control Forms**

**By Pick-Up**

**Forms Store , Room B511, HCHB**

**By Phone**

**Fred Harrison, 482-2099 or**

**By Fax**

**(202) 501-0744  
with completed CD-520 (Request for CD Forms)**

#### **Barcode Labels**

**By Memo, Email, or Form CD-50**

**Personal Property Division, Room 2868, HCHB  
(202) 482-8246**

#### **Procurement Questions**

**Howard Price, (202) 482-1966 or**

**Procedures for personal property  
barcoding, record keeping,  
documentation, tracking, transfers/  
loans/leases/donations, inventory,  
reconciliation.**

**O/S Personal Property Division, (202) 482-8246**

**Reports of suspected/confirmed  
property theft**

**O/S Personal Property Division, (202) 482-8246, and  
Office of Security , (202) 482-3220**

#### **Accounting/Finance Questions**

**Tim Day, (301) 975-6407**

**Working Capital Fund  
Franchise Fund  
Salaries & Expenses Fund**

**Tanya Jordan, (202) 482-4458**

#### **Computers for Learning**

**Larry Olmsted, (202) 482-0889**

#### **Excess Pick-Up**

**Shipping & Receiving , (202) 482-6215**

#### **Warehouse Questions**

**Debra Pickerign, (301) 763-8490**

**Personal Property Accountability Officers and Custodians**  
**Office of the Secretary and**  
**Office of the Inspector General**  
**April 15, 2002**

<u>PAO or Custodian #</u>	<u>Name</u>	<u>Room #</u>	<u>Phone #</u>	<u>Org</u>
51OMOA	Joan DeBellis	H5317	X5482	OMO
51OMOADIR	Eleanor Miles	H5317	X5481	OMO/DIR
51BUDADIR	Cecilia Fletcher-Crayton	H5821	X5988	OB/DIR
51CIOASTM	Acle Abner	H6071	X0205	CIO
51SDBA	Brenda Black	H6411	X3049	OS/DBU
51SDBADIR	Willette Hamilton	H6411	X6786	OS/DBU
51OAMADIR	Kathleen Penny	H6514 -	X6436	OAM/DIR
51OAOA	Peaches Williams	H2868	X8246	OAO
51OAOAPPD	Peaches Williams	H2868	X8246	OAO/PPD
51OAOACFL	Larry Olmsted	B828	X0889	OAO/CFL
51OAOADIR	Sandy Blackwell	H2868	X1982	OAO/DIR
51OAOALIB	Lee (Beulah) Ruffin	H7060	X1916	OAO/LIB
51OAOAEP	Neal Fletcher	H2846	X4057	OAO/EPT
51OAOAMRT	Fred Hajmosi	H2865	X3396	OAO/MRT
51OAOAPPT	Terry Jackson	H2858	X5964	OAO/PPT
51OAOAST1	Fred Harrison	H2865	X2099	OAO/SST
51OAOAST2	Rich Fisher	H2865	X6362	OAO/SST
51OSYA	Linda Hess	H1521	X3713	OSY
51OSYADAS	Stephen Brown	H1067	X0303	OSY/DIR
51OSYAAFM	Treece Linkins	H1521	X8114	OSY/AFM
51OSYABPD	Amanda Halbert	Boulder	(303)497-3943	OSY/BPD
51OSYASOD	Cedric Watson	H1066	X5618	OSY/SOD
51OSYASO2	Wanda Smith	H1516	X1205	OSY/SO2
51OSYACMD	Jacqueline Douglas	H1513	X4402	OSY/CMD
51OSYAIT	Lawanda Frager	H1524	X6010	OSY/ITS
51OSYASCC	Jacqueline Jacobs	H1518	X5500	OSY/SCC
51OSYASSD	Deena Richey	H1033	X0243	OSY/SSD
51OSYACBS	Linda Guier	Suitland	(301)457-1716	OSY/CBS
51OSYACBJ	Brian Fleenor	Jeff. Ind	(812)218-3505	OSY/CBJ
51OSYACAS	Ronald Adams	KC, MO	(816)426-2942	OSY/CAS
51OSYAEAS	Carroll Ward	Norfolk	(757)441-3431	OSY/EAS
51OSYAMAS	Amanda Halbert	Boulder	(303)497-3943	OSY/MAS
51OSYANOA	G. Michelle Woodland	Sil. Spr.	(301)713-1956	OSY/NOA
51OSYANIS	Susan Hilton	Ga'burg	(301)975-3304	OSY/NIS
51OSYAWAS	Kathy Newberry	Seattle	(206)526-6571	OSY/WAS
51OGCADIR	Brennan Swann	H5877	X0490	OGC/DIR
51OGCALAW	Susan Glaize	H1894	X2168	OGC/LAW
51OGCAESA	Beverly Hyson	H4868A	X5394	OGC/ESA
51OGCAITA	Connie Stahl	H3622	X1434	OGC/ITA
51OGCAOIC	Nancy Hunter	H5624	X0937	OGC/OIC
51OGCALDP	Charles Kears	M800A-RRB	X9022	OGC/CLDP
51OGCAADM	Anna Conwell	H5898	X5387	OGC/ADMIN
51OGCAFIN	Mary Taylor	H5896	X1328	OGC/FinLit
51OGCABXA	Teranda Cole	H3839	X5301	OGC/BXA
51OGCALNR	Lois Oliff	H5876	X3151	OGC/LNR
51OGCATEC	Roslyn Wood	H4835	X1984	OGC/TECH
51OGCAOES	Joyce Anders	H6854	X2263	OGC/OES
51OASADIR	Teddy Suter	H6316	X1200	OAS/DIR&M SS
51SBMA	Arvellia Smith	H1317	X0727	OSBM/DIR

51SBMACAF	Michelle Richardson	H1324	X0728	OSBB/CAF
51SBMAPLS	Rufus Cook	HB223	X2951	OSBM/PLS
51SBMAELS	William Sexton	HB325	X3666	OSBM/ELS
51SBMAEGS	Bill Cruz	HB031	X4315	OSBM/EGS
51SBMASPM	Brenda Walters	H1318	X4277	OSBM/SPM
51SBMAADM	Steve Savoy	H1317	X1340	OSBM/ADM
51SBMACMD	Michelle Richardson	H1324	X0728	OSBM/CMD
51REPADIR	Carolyn Brisbane	H1040	X0103	OREP/DIR
51OFMA	Tricia Patin	IC209		
51OFMADIR	Mallita Robinson	H6827	X0240	OFM/DIR
51OFMACSC	Peggy Shutta	IC 209-5	(301)258-4505 x271	OFM/CSC
51OCSADIR	Dana Bryant	Sills 1030	(703)487-4617	OCS/DIR
51CFOADIR	Sally Nelson (Temp)	H5830	X4951	OSEC/OAS
51SECA	Janice Josey	H5521	X6062	OSEC
51SECAADM	Janice Josey	H5521	X8203	OSEC/ADM
51SECADPS	Michael Freeman	H5521	X6062	OSEC/DPS
51SECAPSP	Sandra Hawkins	H5865	X6055	OSEC/PSP
51OSSA	Ted Dupree	H2868	X8246	OSS
51OSSAWHL	Adrianne Cheatham	H5835	X1684	OSEC/WHL
51OSSALIA	Rebecca Hall	H5421	X3663	OSEC/LIA
51OSSAUTC	Carolyn Storck	Mfloor-RRB	X3432	OSS/USATC
51OSSAEXA	Dawn McDonald	H5883	X5880	OSS/EA
51OSSAOBL	Jennifer Andberg	H5062	X1360	OSS/OBL
51OSSAOPA	Joan Bradshaw	H5413	X4902/4883	OSS/OPA
51EBMA	Lisa Duckett	H6020	X4115	OEBAM
51EBMADIR	Lisa Duckett	H6020	X4115	OEBAM/Dir
51EBMABUD	Adrienne Sheppard	H6839	X4458	OEBAM/BUD
51OCRA	Robin Mack	H6010	X8117	OCR
51OCRADIR	Holly Mahoney	H6012	X0626	OCR/DIR
51HRMA	Cynthia Mickens	H5026	X0236	OHRM
51HRMAHRS	Jeanette Darden	H5005	X3765	OHRM/HRS
51HRMADIR	April Nichols	H5111	X4807	OHRM/DIR
51HRMAEDC	Colette S. Davis	H5004	X6402	OHRM/EDCP
51HRMAOSH	Rosaline Hill	H5016	X1869	OHRM/OSH
51HRMAOWP	Priscilla Bailey	H5102	X3982	OHRM/OWP
51HRMAWCC	Shatisha Harris	H5104	X5275	OHRN/WCC
51HRMAOER	Maxine Lebron	H5108	X8219	OHRM/OER
51HRMAMAS	Cherie Russell	H5026	X1011	OHRM/OMAS
64OIGA	Joyce Jones	H7097	X1023	OIG
64OIGAADM	Harold Worth	H7093	X4192	OIG/ADM

**\*\*PAO are in bold writing**

**PERSONAL PROPERTY GLOSSARY**  
**OF COMMONLY USED TERMS**



## GLOSSARY

**Accountability.** Is the responsibility for property transactions from the receipt of the property item to final disposition.

**Accountable Personal Property.** To identify personal property.

**Barcode Label.** A Mylar label (3/4" x 2"), typically taken from a preprinted peel-off sheet, that is applied to accountable property, in a highly visible location. Barcode labels are placed on personal property items to provide a means of tracking them as accountable personal property belonging to the Department of Commerce.

**Barcode Number.** Each barcode label contains a number that appears in two ways -- as a printed 12-digit alphanumeric reference number that you can read, and as a barcode which a special machine (the bar-code scanner) can read. The 12 digit alphanumeric number contains a "CD" prefix (Commerce Department) followed by 10 numbers. These label numbers identify accountable items on the property inventory within assigned custodial areas.

**Cannibalization.** The removal of working part(s) from an unusable piece of property that is used to repair a like item.

**Capital Lease.** Property which is procured on a Lease-to-Purchase agreement, essentially equivalent to an installment purchase of property. See appropriate Appendix for qualifying criteria for capitalized leases.

**Capitalized Property.** Any item of personal property of a durable nature with a normal life of a year or more and an acquisition cost of \$25,000 or more. Capitalized property is recorded individually in the general ledger and depreciated.

**Condition Codes.** Position A-2, alphanumeric description of the condition of the property item. Used to report the working condition of property being excessed or transferred.

**Custodian.** The individual designated by the PMO or PAO as responsible for assisting in accounting for and controlling personal property in their area.

**Custodian Code.** A 9-digit number assigned to a Property Custodian (PC). For ease of record keeping, each custodial area is assigned a unique code, which is used for all property functions.

**Excess Personal Property.** Personal property no longer needed, required by the holding agency for its needs.

**Expendable Personal Property.** Personal property when applied to use is consumed, loses its identity or normally becomes a combined part of other property.

**Fleet Manager.** The individual responsible for managing O/S's motor vehicles.

**Non-Expendable Personal Property.** A property item that is complete within itself, does not lose its identity or become a component part of another item when used for an expected service life of over 2 years.

**Object Classification Codes.** For budgeting and record keeping, every kind of financial transaction is assigned to an object class., e.g., labor, training, travel, supplies, printing equipment, or office furniture.

**Personal Property.** Any property, except real property or records. Example: The computer that houses your personnel file is personal property. The personnel file itself is a record and is not personal property.

**Personal Property Management System.** The electronic property tracking, reporting and inventory database system now being utilized by O/S Personal Property Division to track accountable property within the O/S and OIG.

**Property Management Officer (PMO).** The individual appointed by the head of each operating unit, or Bureau, within the Department of Commerce with the responsibility and authority for the effective control, use, and disposal of personal property for that Bureau or operating unit.

**Property Accountability Officer (PAO).** The person who ensures the effective accountability and maintenance of personal property, documentation files, and disposal within the accountability area for which he/she has been assigned.

**Property Board of Review.** A standing or Ad Hoc Committee, appointed by the PMO, consisting of members who are responsible for examining facts to determine and establish the extent of personal liability for lost, stolen, or damaged property and authorizing the removal of items from official property records.

**Property Custodian (PC).** An employee that has been appointed and has the responsibility for the management and accountability of the property as long as it is required in his/her specific custodial area.

**Reconciliation.** Process of updating inventory records after discrepancies have been investigated and recorded.

**Sensitive Property.** Property that requires a high degree of protection and controls due to statutory requirements and regulations.

**Surplus Property.** Excess personal property for which GSA determines there is no longer a need in the Federal Government. It is then available for donation to States, businesses, and schools or sale.

**Salvage.** Property which has some value in excess of its material content, but is in such condition that it has no reasonable prospect of use for the purchase originally intended.

**Scrap.** Property that has no value except for its material content.

## **FREQUENTLY USED PROPERTY MANAGEMENT FORMS**

## FREQUENTLY USED PROPERTY MANAGEMENT FORMS LIST

Form Number	Application
OF-347	<i>Order for Supplies/Services.</i> The OF-347 document provides the service or contract once the CD-435 has been approved. The CD-435 asks; the OF-347 does. It is generated electronically from the BPS Procurement System (or, for nonusers, in hardcopy form).
CD-406	<i>Invoice - Receipt Certification.</i> This form is used in lieu of the OF-347 for receipt of partial order, or for making periodic payments.
CD-435	<i>Procurement Request Form (Requisition).</i> This form is used to request the procurement of goods, services or equipment. It is available electronically in the BPS Procurement System or in hardcopy through the Forms Store.
CD-50	<i>Personal Property Control Form.</i> A multi-purpose form for recording the acquisition, transfer, loan, change or deletion of property in the property records. Available electronically in various software packages including Federal Informs.
CD-52	<i>Report of Review of Property.</i> This form is completed by the PAO if property is stolen, lost, or unaccounted for.
CD-520	<i>Request for CD Forms and Office of the Secretary Stationary/Envelopes</i>
CD-536	<i>Inventory Work Sheet.</i> This form, easily reproduced in any spreadsheet software package, can be used for multiple purposes.
OF-7	<i>Property Pass.</i> This form is used when removing property from a Government building or facility.
CD-546	<i>DOC Loan Agreement and Receipt.</i> This form is used when loaning property to other governmental agencies, private institutions, or contractors.
CD-547	<i>DOC Off-Site Accountable Property List.</i> This form is used to list property loaned to employees, or other O/S, OIG personnel for a fixed period of time.
SF-120	<i>Report of Excess Personal Property.</i> This form is used to report excess personal property to GSA.
SF-122	<i>Transfer Order Excess Personal Property.</i> This form is used to request excess personal property from other departments.
SF-126	<i>Report of Personal Property For Sale.</i> This form is used to report excess personal property to GSA.

## Order for Supplies/Services FORM, OF-347

After procurement review and approval, the CD-435 is converted to a OF-347, Order for Supplies/Services. (See Forms Appendix). Once the item has been procured, OAM distributes the appropriate copies, including the property copies to the O/S Personal Property Division (#6). Other copies of the OF-347 are distributed to: Finance (#1); Vendor (#2); are used for Receiving (#4, #5) and Bureau Control (#7) to additionally track the property.

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES		
<b>IMPORTANT: Mark all packages and papers with contract and/or order numbers.</b>								
1. DATE OF ORDER		2. CONTRACT NO. (If any)		3. NAME OF COMMERCE		4. SSP TO:		
5. ORDER NO.		6. MODIFICATION/REFERENCE NO.		7. STREET ADDRESS				
8. ISSUING OFFICE (Address correspondence to)				9. CITY		10. STATE 11. ZIP CODE		
12. TO:				13. SHIP VIA				
14. NAME OF CONTRACTOR				<b>15. TYPE OF ORDER</b> <input type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY - Except for delivery instructions, on the reverse, the delivery order is subject to inspection and acceptance on the date only of this form and is issued subject to the terms and conditions of the Government contract.				
16. COMPANY NAME								
17. STREET ADDRESS				18. CITY				
19. STATE 20. ZIP CODE				21. ACCOUNTING AND APPROPRIATION DATA				
22. BUSINESS CLASSIFICATION (Check appropriate box from form)				23. MODIFICATION OFFICE				
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMENOWNED				24. DELIVERY TO F.O.B. POINT ON OR BEFORE (Date)				
25. F.O.B. POINT		26. GOVERNMENT S/L NO.		27. DELIVERY TO F.O.B. POINT ON OR BEFORE (Date)		28. DISCOUNT TERMS		
29. INSTRUCTION		30. PLACE OF ACCEPTANCE		31. SCHEDULE (See reverse for Regulations)				
ITEM NO. 32	SUPPLIES OR SERVICES 33			QUANTITY ORDERED 34	UNIT 35	UNIT PRICE 36	AMOUNT 37	QUANTITY ACCEPTED 38
39. SHIPMENT POINT		40. SHIPMENT SUPPLY WARE		41. INVOICE NO.		<b>42. TAX TOT.</b> (Check appropriate box)		
43. MAIL INVOICE TO:				44. NAME				
45. NAME		46. STREET ADDRESS (for R.O. Box)		47. CITY		48. STATE 49. ZIP CODE		<b>50. TOTAL</b> (Check appropriate box)
51. UNITED STATES OF AMERICA (Signal use)		52. NAME (Signal use)		53. NAME (Signal use)		54. NAME (Signal use)		
NON 74-10-01-153-5023 PREVIOUS EDITION NOT USABLE      Don't forget to print 6 copies      TITLE: CONTRACTING/ORDERING FORM      OPTIONAL FORM 347 OF-347      Printed by GSA/PM 45 GPO 53-2124								

**INVOICE RECEIPT CERTIFICATION, CD-406**

**This form is used in lieu of the OF-347 for receipt of partial order, or for making periodic payments.**

[illegible]

# PROCUREMENT REQUEST FORM, CD-435

This form is available electronically from the U.S. Department of Commerce Electronic Forms Website. CD-435s are completed and sent to the Office of Acquisition Management for review and processing.

See Instructions - Reverse										Page 1 of Pages	
<b>U.S. DEPARTMENT OF COMMERCE</b> <b>PROCUREMENT REQUEST</b> Requester fills in only unshaded blocks		1. INVOICE ADDRESS						A. REQUEST NUMBER			
								B. REPLY REQUESTION DATE			
2. ORDERING OFFICE NO.	3. RESPONSE CONTRACT NUMBER	4. ORDER DATE	5. SOURCE	6. PURCHASE DELIVERY ORDER NUMBER		7. DATA	C. ORDER				
8. ORDER DATE		9. TO-Related			10. SHIP TO: (Use Bldg/Room No., see Remarks for Format)						
PURCHASE ORDER DELIVERY ORDER REQUEST FIRM											
CONTRACT OTHER 10. 1000 10M		11. EMPLOYER IDENTIFICATION NUMBER (EIN)			E. REQUESTOR'S CONTACT PERSON		TELEPHONE NO.				
12. LINE ITEM	13. ACC. CODE	14. DESCRIPTION (Double Space Between Names)		15. SUBJECT	16. ACC. LINE	17. QUANTITY	18. UNIT	19. UNIT PRICE (If Known)	20. ESTIMATED AMOUNT		
									0.00		
									0.00		
									0.00		
									0.00		
									0.00		
21. P.O. NO. / POINT				22. CREDIT TERM		23. PRICING METHOD		24. Sub-Total (This Page)		25. 0.00	
F. REQUEST DELIVERY BY:		26. DELIVERY DATE		27. SHIP VIA		28. ESTIMATED PRICE		TOTAL		29. 0.00	
I certify that funds are available and that the above items are necessary for use in the public service.				30. ACC. LINE	30. BUDGET CODE	31. ACCOUNTING CLASSIFICATION		32. DISTRIBUTION	33. AMOUNT		
G. TITLE OF REQUEST AUTHORIZING OFFICIAL		TELEPHONE									
SIGNATURE		DATE									
TITLE OF REQUESTER		TELEPHONE									
SIGNATURE		DATE									
H. CLEARANCE AND REMARKS											

FORM CD-435 (2-82)

THIS FORM - CD-435 IS NOT TO BE USED FOR PURCHASE  
**NOT A PURCHASE ORDER**

## PERSONAL PROPERTY CONTROL FORM, MULTI-USE CD-50

### General:

The Personal Property Control Form CD-50 is a data collection instrument used in support of the DOC O/S Personal Property Management System. The form is electronically available on the Personal Property Intranet page. It is used for the following purposes.

- (1) Property Acquisitions – includes additions of all accountable property acquired by Order for Supplies/Services, contracts, leases, donations, and incoming transfers from other federal agencies.
- (2) Property Transfers – the transfer of property between PAOs
- (3) Property Loans
- (4) Property Excess Declarations
- (5) Property Status Changes

Form CD-50 (Rev. 4-89)		U.S. DEPARTMENT OF COMMERCE		DATE	NUMBER
<b>PERSONAL PROPERTY CONTROL</b>				PURPOSE (Check appropriate box) <input type="checkbox"/> CHANGE	
				<input type="checkbox"/> ACQUISITION <input type="checkbox"/> TRANSFER <input type="checkbox"/> LOAN <input type="checkbox"/> EXCESS	
FROM: Bureau: Organization Code: Location: Destination Name: Destination #: Address:  Phone #: Accounting Class:			TO: Bureau: Organization Code: Location: Destination Name: Destination #: Address:  Phone #: Document #: Accounting Class: Disposition Code:  Room #: Receipt Date: Object Class: Utilization Code:		
* SOURCE CODE: 1-Report 4-Units 7-Receipts 8-Items 9-Form					
BAR CODE NO.	MANUFACTURER	DESCRIPTION	MODEL NO.	SERIAL NO.	ORIGINAL ACQUISITION AMOUNT
APPROVAL/RECEIPT OF RELEASING OFFICIAL					
SIGNATURE		TITLE		DATE	
APPROVAL/RECEIPT OF RECEIVING OFFICIAL					
SIGNATURE		TITLE		DATE	

Copy Distribution: Releasing Office, Receiving Office, Personal Property Division, File



## PROPERTY ACQUISITION

### Detailed CD-50 Completion Instructions

In the upper right-hand corner of the form, complete the following:

*Date* – Insert date, e.g., 03/05/01

*Number* – Optional, office tracking number, e.g. OAO/PPD/01/060

*Purpose* – Mark the applicable reason. e.g., acquisition, transfer, or excess

In the "TO" Block, complete the following information:

*Bureau* - Enter O/S or IG

*Organization Code* - Enter the official O/S or IG organization code, e.g., Ofc of Admin. Operations

*Location* – Enter the building and room number where the property is located.

*Custodian Name* - Enter the receiving custodian's name, e.g., Peaches Williams

*Custodian Code* - Enter the assigned nine character Custodian Code, e.g., 51OAOAPPD.

*Address* - Enter information, e.g. DoC, HCHB

*Phone* - Enter information, e.g., 202-482-8246

*Room Number* - Enter the room number of custodian, e.g., H2868

*Document Number* - Enter the Order for Supplies/Services number, or other acquisition document (bankcard number)

*Receipt Date* - Enter date property item is received (rather than when placed in service) e.g., date that is shown on OF-347 or the bankcard purchase receipt.

*Accounting Class* - Enter the office accounting code used to procure or lease the property item, e.g., 01/0000000/11/

*Object Class* - Enter the correct four digit budget object class codes: *There are six capitalized class codes:*

3110 - capitalized leases	3124 - capitalized office equipment
3125 - capitalized software	3126 - capitalized printing/reproduction
3128 - capitalized heavy equipment/mailing equipment	
3129 - other equipment, fixed assets (vehicles or phone systems)	

There are two non-capitalized object codes:

3144 - non-capitalized ADP and telecommunications equipment
3149 - non-capitalized other equipment

*Possession Code* - Choose the correct code:

- 1 -- Agency owned
- 2 -- Agency Leased - Capitalized Lease
- 3 -- Loaned ( Federal agency)
- 4 -- Loaned (Non- Federal agency)
- 5 -- Government property used by Government contractor
- 6 -- Government property used by a Grantee
- 7 -- Other
- 8 -- Agency Leased - Operating Lease

**Utilization Code** – No longer applicable

**Barcode Number** - Enter the 12-digit CD-number from the barcode label that is attached to the property item.

**Manufacturer** - Enter the original equipment manufacturer from the property item (not the vendor it was purchased from), e.g., Gateway

**Description** - Enter the generic nomenclature to describe the equipment, e.g., CPU, Pentium 4

**Model and Serial Number** - Enter the original equipment manufacturer's model number and serial number from the proper item.

**Original Acquisition Amount** - Enter the actual acquisition cost of the equipment if new or unavailable, enter the fair market value of used equipment and document method used for valuation.

**Condition Code** - Enter correct choice listed:

1 - excellent      4 - usable      7 - repairable  
S - scrap                      x - salvage

**In the Approval/Receipt of Receiving Official Block:**

**Signature** - Enter signature of Receiving Official

**Title** - Enter the title of Receiving Official signature, e.g. Property Custodian (PC)

**Date** - Date when form is signed

After completion by the PC and reviewed by the PAO, the CD-50 should be forwarded by the PAO to the O/S Personal Property Division., Room H2868

## PROPERTY TRANSFERS

### Detailed CD-50 Completion Instructions

Use instructions for "Acquisitions" for definition of information fields below. In using the CD-50 to report/process transfers between PC/PAOs, the initiating PC/PAO will fill in the following information fields on the CD-50, mark the "transfer" block under Purpose section, identify both the releasing and receiving offices, and the property custodians signatures.

<b>FROM:</b>	Bureau Name Organization Code Location Custodian Name/Number Address Phone Number Room Number Accounting Class Code
<b>TO:</b>	Bureau (or borrowing Institution) Organization Code (if applicable) Location Custodian Name/Number Address Phone Number Room Number Accounting Class (if applicable) Object Class Possession Code
<b>OTHER:</b>	Bar Code Number Manufacturer Description Model Number Serial Number Original Acquisition Amount Condition Code
<b>Signature</b>	Approval/Receipt of Releasing Official: Releasing PC/PAO Date
<b>Signature</b>	Approval/Receipt of Receiving Official: Receiving PC/PAO Date

# PROPERTY LOANS

## Detailed CD-50 Completion Instructions

Use instructions for Acquisitions in the previous section for definition of information fields and for basic overall instructions. The only difference in the instructions for using the CD-50 to report a property loan is to check the "Loan" square under "PURPOSE" in the right upper corner of the form.

FORM CD-50 (REV. 4-89) LP		U.S. DEPARTMENT OF COMMERCE		DATE		NUMBER	
<b>PERSONAL PROPERTY CONTROL</b>				PURPOSE: (Check appropriate box) <input type="checkbox"/> CHANGE			
				<input type="checkbox"/> ACQUISITION <input type="checkbox"/> TRANSFER <input checked="" type="checkbox"/> LOAN <input type="checkbox"/> EXCESS			
<b>FROM:</b> Bureau Organization Code Location Custodian Name Custodian # Address Phone # Accounting Class				<b>TO:</b> Bureau Organization Code Location Custodian Name Custodian # Address Phone # Documents Accounting Class Possession Code			
				Room #		Utilization Code	
* CONDITION CODE: 1-Exempt, 4-Usable, 7-Reusable, 2-Excess, 3-Scrap							
BAR CODE NO.	MANUFACTURER	DESCRIPTION	MODEL NO.	SERIAL NO.	ORIGINAL ACQUISITION AMOUNT	*	
<b>APPROVAL/RECEIPT OF RELEASING OFFICIAL</b>							
SIGNATURE			TITLE			DATE	
<b>APPROVAL/RECEIPT OF RECEIVING OFFICIAL</b>							
SIGNATURE			TITLE			DATE	

Copy Distribution: Releasing Office, Receiving Office, Personal Property Division, File

## **PROPERTY EXCESS DECLARATIONS**

### **Detailed CD-50 Completion Instructions**

Use instructions for "Acquisitions" for definition of information fields below. In using the CD-50 to report/process excess property to the Office of Shipping & Receiving, Room B511, the completed CD-50 form must be marked "excess" in the Purpose section. A copy of the CD-50 must accompany the excess property item(s). A copy of the CD-50 should be forwarded to the Personal Property Division, Room H2868.

The releasing PC/PAO will fill in the following information fields on the CD-50.

<b>FROM:</b>	Bureau Organization Code Location Custodian Name/Number Address Phone Number Room Number
<b>TO:</b>	Bureau Name Organization Code (Shipping & Receiving) Location (B511) Phone Number (x6215)
<b>OTHER:</b>	Bar Code Number Manufacturer Description Model Number Serial Number Original Acquisition Amount Condition Code
<b>Signature:</b>	Approval/Receipt of Releasing Official: Releasing PC/PAO

## PROPERTY STATUS CHANGES

### Detailed CD-50 Completion Instructions

Use instructions in previous Acquisition section for definition of information fields. Form CD-50 is also used for documenting changes in the Personal Property Management System records. The CD-50 now include this category in the Purpose block. Key information for changes including:

Custodian Name/Number

Bar Code Number

Item to be changed - Enter the element to be changed, e.g., serial number, cost, condition code, location, etc.

Old Data - Enter the current data element to be changed.

New Data - Enter the data element as it is to appear after the change is made. Attach any supporting documentation to the CD-50.

FORM CD-50 (REV. 4-89) LP		U.S. DEPARTMENT OF COMMERCE		DATE:		NUMBER:	
PERSONAL PROPERTY CONTROL				PURPOSE: (Check appropriate box) <input checked="" type="checkbox"/> CHANGE			
				<input type="checkbox"/> ACQUISITION <input type="checkbox"/> TRANSFER <input type="checkbox"/> LOAN <input type="checkbox"/> EXCESS			
FROM: Bureau Organization Code Location Custodian Name Custodian # Address Phone # Accounting Class				TO: Bureau Organization Code Location Custodian Name Custodian # Address Phone # Documents Accounting Class Possession Code			
Room #				Room # Receipt Date Object Class Utilization Code			
* CONDITION CODE: 1-Broken, 4-Units, 7-Complete, 8-Damaged, 9-Other							
BAR CODE NO.	MANUFACTURER	DESCRIPTION	MODEL NO.	SERIAL NO.	ORIGINAL ACQUISITION AMOUNT		
APPROVAL/RECEIPT OF RELEASING OFFICIAL							
SIGNATURE			TITLE			DATE	
APPROVAL/RECEIPT OF RECEIVING OFFICIAL							
SIGNATURE			TITLE			DATE	

Copy Distribution: Releasing Office, Receiving Office, Personal Property Division, File

## REPORT OF REVIEW OF PROPERTY FORM, CD-52

This form is completed by the Property Accountability Office (PAO) if property is stolen, lost, or missing. It should also be used to request authorization to cannibalize capitalized equipment before the item is cannibalized. The CD-52 should be forwarded to the Personal Property Division, Room H2868, for processing.

FORM CD-52 (REV 11-00) DNO 355-0		U.S. DEPARTMENT OF COMMERCE		DATE	NUMBER
<b>REPORT OF REVIEW OF PROPERTY</b>				PRIMARY ORGANIZATION UNIT	OFFICE OR STATION REPORTING
INSTRUCTIONS Submit a separate report for each category: Lost, stolen, destroyed or cannibalized property.				LOCATION	
QUANTITY (Each)	DESCRIPTION IN DETAIL	DATE OF ACQUISITION	UNIT ACQUISITION COST	TOTAL COST OF UNITS	ESTIMATED PRESENT VALUE
CONTINUATION SHEET ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL			
EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY					
CERTIFICATION -- I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.					
SIGNATURE OF PROPERTY OFFICER			TITLE		
RECOMMENDATION					
ALL THE AVAILABLE EVIDENCE AND TESTIMONY HAVE BEEN EXAMINED AND IT IS BELIEVED THAT					
IT IS RECOMMENDED THAT					
DATE	SIGNATURE OF ACCOUNTABLE OFFICER (OR OTHER DESIGNATED OFFICER)			TITLE	
FINDINGS AND RECOMMENDATION OF BOARD OF REVIEW					
DATE	SIGNATURE			TITLE	
DATE	SIGNATURE			TITLE	
DATE	SIGNATURE			TITLE	
I CONCUR IN THE ABOVE FINDINGS AND AUTHORIZE THAT ACTION BE TAKEN IN ACCORDANCE THEREWITH.					
DATE	SIGNATURE OF RESPONSIBLE PROPERTY MANAGEMENT OFFICER			TITLE	
DISPOSITION OF PROPERTY					
DATE	SIGNATURE			TITLE	

## REQUEST FOR CD FORMS, CD-520

In lieu of picking up forms in the Forms Store (B511), this form (requesting forms) can be completed and faxed to (202) 501-0744.

<b>FORM CD-520</b> <small>(Rev. 6-2000) LF</small>		<b>U.S. DEPARTMENT OF COMMERCE</b>		Send this order form to: U.S. Department of Commerce Special Services (Room 3807) Washington, DC 20230 Telephone Number: 202-482-2059 Or FAX to: 202-501-1276		<b>ORDER NUMBER:</b>  <b>DATE RECEIVED:</b>	
<b>REQUEST FOR CD FORMS AND OFFICE OF THE SECRETARY STATIONERY/ENVELOPES</b>							
<b>DATE:</b>				<b>SHIP TO ADDRESS:</b> (Give complete mailing address)			
<b>CONTACT PERSON:</b>							
<b>TELEPHONE NUMBER:</b>							
<b>BUREAU:</b>							
<b>APPROPRIATION NUMBER:</b>				<b>DELIVER VIA: (Check one)</b> <input type="checkbox"/> RPS <input type="checkbox"/> UPS <input type="checkbox"/> USPS <input type="checkbox"/> FEDERAL EXPRESS (Give account no.)		<b>SHIPMENT PRIORITY: (Check one)</b> <input type="checkbox"/> RUSH <input type="checkbox"/> ROUTINE	
<b>SIGNATURE APPROVING OFFICIAL:</b>							

  

CODE	LINE NO.	FORM NO.	TITLE OR DESCRIPTION OF ITEM(S)	AMOUNT REQUESTED PR / PD / BX / EA	TOTAL COST
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				

\* PD=PACK    PD=PAK    BX=BOX    EA=EACH:    Example 1 BXPD means the forms are packaged 1 BX form to a pack, therefore if you require 3 BX forms you would place 3PD in the amount requested column.

**CODE SYMBOLS:**  
 ✓ = FURNISHED    G = ORDER FROM GSA    NS = NOT STOCKED    TDS = TEMPORARILY OUT OF STOCK REORDER

<b>ORDER FILLED BY:</b> _____ <b>DATE:</b> _____ <b>TIME:</b> _____ <b>DELIVER VIA:</b> _____ <b>PACKED IN:</b> _____	<b>VERIFIED BY:</b> _____ <b>DATE:</b> _____ <b>TIME:</b> _____ <input type="checkbox"/> CARTONS <input type="checkbox"/> BAGS <input type="checkbox"/> RUSH <input type="checkbox"/> ROUTINE
---	---



## INVENTORY WORK SHEET, CD-536

This form, easily reproduced with any spreadsheet software package, can be used for multiple purposes. It can be used to record initial information about acquisitions after arrival and bar coding, from which the CD-50 can then be completed. It can be used as a ready reference list for individual property tracking. It can be used during an inventory to collect information on found property. It can be used after an inventory, to reconcile or anticipate year-end final property lists or certifications. It can be attached to a CD-50 as a continuation sheet for long lists of property.

Form CD-536  
(10-84) LP

U.S. DEPARTMENT OF COMMERCE

### INVENTORY WORK SHEET

Custodian #	Location	Bureau Code
Custodian Name	Possession	Organization
Custodian Room #	Phone #	Organization Code
Inventory Date	Utilization Code	Accounting Class

Record Count	Bar Code Number	Manufacturer	Model	Serial Number	Description	Cost	Room Number	Document (Provide Copy)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								

## PROPERTY PASS FORM, OF-7

This form is used when removing property from a Government building.

<small>OPTIONAL FORM 7 NOT COVERED BY GSA FPMR (41 CFR) 101-11.6</small>		<b>PROPERTY PASS</b>		<small>1. DATE ISSUED</small>	
<small>This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.</small>					
<small>2. NAME</small>			<small>3. BUILDING</small>		
<small>4. DESCRIPTION OF PROPERTY BEING REMOVED</small>					
<small>5. PROPERTY BELONGS TO</small>			<small>6. DEPARTMENT OR AGENCY</small>		
<small>7. SIGNATURE OF PERSON AUTHORIZED REMOVAL OF PROPERTY</small>			<small>8. TITLE</small>		
			<small>9. PASS GOOD UNTIL</small>		

REF ID: A6-00-034-02-04

## DOC PROPERTY LOAN AGREEMENT AND RECEIPT FORM (CD-546)

This form is used to list personal property loaned to employees or other O/S or OIG personnel for a fixed period of time. When property is in an employee's possession, it is to be used for government work and not for personal use.

FORM CD-546 (REV. 4-00) LF		U.S. DEPARTMENT OF COMMERCE Office of Administrative Operations	
<b>PERSONAL PROPERTY DIVISION LOAN AGREEMENT/RECEIPT</b>			
DATE LOANED:		RETURN DUE DATE:	
NAME OF BORROWER:		ORGANIZATION:	
ADDRESS: STREET CITY, STATE, ZIP		OFFICE: ROOM NUMBER TELEPHONE NUMBER	
DESCRIPTION OF EQUIPMENT TO BE LOANED:			
EAN CODE NUMBER:		SERIAL NUMBER:	MODEL NUMBER:
PURPOSE OF LOAN:			
<b>CONDITIONS OF LOAN</b>  1. The borrower of the above equipment agrees to return the items in the same condition as received from the U.S. Department of Commerce, normal wear and tear accepted, on or before the above return date, unless the loan period will not exceed thirty (30) days.  2. The equipment shall not be loaned or transferred to a third party without the written consent of the Personal Property Division authorizing official.			
SIGNATURE OF AUTHORIZING OFFICIAL:			
DATE OF APPROVAL:		DATE OF RECEIPT:	

FORM 50-47  
10-00LF

### OFF-SITE ACCOUNTABLE PROPERTY LIST

**Custodian Code**[illegible]

## REPORT OF EXCESS PERSONAL PROPERTY FORM, SF-120

Property that is excess to the needs of the Department of Commerce is reported to GSA on an SF-120 or an SF-126, depending on the type of property.

STANDARD FORM 120 REV. APRIL 1957 GEN. INV. ADMIN. FORM (41 CFR) 101-42.311		<b>REPORT OF EXCESS PERSONAL PROPERTY</b>		1. REPORT NO.	2. DATED	3. TOTAL COST \$	
4. TYPE OF REPORT <i>(Check one only of "a", "b", "c", or "d")</i>		a. ORIGINAL	b. CONNECTED	c. PARTIAL	d. TOTAL W/O <i>(After check "a" or "b" or "c" if appropriate)</i>	e. OVERSEAS f. CONTRACTORS INV	
5. TO Name and Address of Agency to which report is made: <b>THRU</b>						6. APPROVE ON FUND TO BE REIMBURSED (if any)	
7. FROM Name and Address of Reporting Agency						8. REPORT APPROVED BY Name and Title	
9. FOR FURTHER INFORMATION CONTACT (FSA, Address and Telephone No.)						10. AGENCY APPROVAL (if applicable)	
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (FSA, Address and Telephone No.)						12. GSA CONTROL NO.	
13. REC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be observed, give date)			15. REFINISHED YES NO		16. AGENCY CONTROL NO.	17. SIGNATURE DATE
EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST PER UNIT (f) TOTAL (g)		FAIR VALUE % (h)

STANDARD FORM 120 REV.  
APRIL 1957 EDITION
Also Standard Form 120A for Contribution Shares  
NSN 7540-00-694-4074
PREVIOUS EDITION USABLE

## TRANSFER ORDER EXCESS PERSONAL PROPERTY FORM, SF-122

This form is used to transfer property from one federal department or agency to another. If O/S or OIG is acquiring property from the State Department, Agriculture or the Department of the Interior, a SF-122 should be used and processed through GSA.

<b>STANDARD FORM 122</b> JUNE 1974 GENERAL SERVICES ADMINISTRATION FORM 451 OFN 101-32-308 PMR 451 OFN 101-43-215		<b>TRANSFER ORDER EXCESS PERSONAL PROPERTY</b>			1. ORDER NO.  2. DATE	
3. TO: General Services Administration <sup>1</sup>				4. ORDERING AGENCY (Name and address) <sup>1</sup>		
5. HOLDING AGENCY (Name and address) <sup>1</sup>				6. SHIP TO (Designate and destination) <sup>1</sup>		
7. LOCATION OF PROPERTY				8. SHIPPING INSTRUCTIONS		
9. ORDERING AGENCY APPROVAL				10. APPROVATION SYMBOL AND TITLE		
a. SIGNATURE		b. DATE		11. ALLOTMENT		
c. TITLE		12. GOVERNMENTAL NO.				
<b>13. PROPERTY ORDERED</b>						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION <small>(Include item name, PSC Group and Class, Condition code and if available, National Stock Number)</small> (c)	LINE (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
14. GSA APPROVAL			a. SIGNATURE		b. TITLE	
c. DATE			15. SOURCE			
AGENCY AND LOCATION			PSC	CONDITION	SOURCE CODE	
FED. GSA ONLY	AGENCY	STATE				

<sup>1</sup>Include ZIP Code

## REPORT OF PERSONAL PROPERTY FOR SALE FORM, SF-126

Property that is excess to the needs of the Department of Commerce is reported to GSA on an SF-120 or SF-126, depending on the type of property.

REPORT OF PERSONAL PROPERTY FOR SALE				PAGE <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> OF <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	
1. FROM (NAME, ADDRESS AND ZIP CODE OF DONOR AGENCY)		2. REPORT NO.		3. DATE	
4. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)		4. FSC GROUP		5. TOTAL ACQUISITION COST	
6. TO General Services Administration		7. PROPERTY LOCATED AT			
8. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)		9. ACTIVITY WILL LOOK FOR PURCHASER a. <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO b. EXEMPT IF CHECKED "YES"			
10. PROPERTY IS EXCHANGEABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO		11. PROPERTY IS REASONABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO			
12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)		13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)			
14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER		15. UTILIZATION AND EXPIRATION SCHEDULE REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE			
16. BY SIGNATURE AND TITLE		17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CONVEYANCE ACKNOWLEDGED			
18. RECEIPT OF REPORTS & RECORDS ACKNOWLEDGED		19. SIGNATURE AND TITLE			
20. DATE		21. DATE			
FOR GSA INTERNAL USE ONLY					
22. SALE NO.		23. TYPE OF SALE		24. INSPECTION DATES	
25. NO OPENING DATE AND TIME		26. NO OPENING DATE AND TIME			

  

PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)						
ITEM NO. (a)	ITEM NO. ASSIGNED BY GSA (b)	COMMERCIAL DESCRIPTION AND CONDITION (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST	
					PER UNIT (f)	TOTAL (g)

STANDARD FORM 126 (REV. 7-78)  
Prescribed by GSA, FPMR (41 CFR)  
101-46.303

**UPDATES**

**PROPERTY POLICY**

**PROCEDURE CHANGES**

**MEMORANDA FROM PMO, O/S PERSONAL PROPERTY DIVISION**



**DOCUMENTATION TO ACCOMPANY PROPERTY FORMS**

## Documentation To Accompany Property Forms

<b><u>Documentation</u></b>	<b>Type of Transaction</b>	<b><u>Property Form to be submitted</u></b>
<i>Purchases</i>		OF-347 (or CD-435), Invoices, Bank card statement, etc).
<i>Leased Item</i>		OF-347
<i>Loaned Item</i>		CD-546 and Signed Loan Document
<i>Transfer In from Another Department</i>		SF-122
<i>Transfer In/Out From/To Another Custodian</i>		CD-50 with releasing and receiving signatures.
<i>Missing, Stolen, Lost, Damaged, Cannibalized or Property Out for Repair</i>		CD-52

## **DOCUMENT TYPE CODES**

## Document Type Codes

<u>DOCUMENT NUMBER</u>	<u>DOCUMENT TYPE</u>
01	Bank Card
40	Order for Supplies/Service
43	Subscriptions or Periodic Payments P.O.
50	Contract
FND	Found during inventory; no source documentation available
CONV	Converted from earlier property system; no other documentation available
LEAS	Leased by Commerce
LOAN	Loaned to Commerce
Tran	Transfer from other agency

## **CAPITALIZED AND NON-CAPITALIZED PROPERTY OBJECT CLASSES**

## **Capitalized and Non-Capitalized Property Object Class Codes**

**Preface:** All 31XX Series Object Class Codes represent accountable equipment (all capitalized and/or non-capitalized, sensitive and/or leased property)

Within the 31XX object class codes numbering series, Accountable Equipment Class Codes are divided into two categories distinguished by acquisition threshold:

- 1. Capitalized Equipment and Accountable Property Class Codes**
- 2. Non-Capitalized Equipment and Accountable Property Class Codes**

### **Capitalized Equipment and Accountable Property Class Codes**

As of October 1, 1997, Capitalized equipment is defined as equipment with an individual acquisition cost meeting or exceeding \$25,000. Prior to this date, the qualifying acquisition threshold was an individual item cost meeting or exceeding \$5,000.

There are six (6) commonly used Capitalized Accountable Property Object Class Codes:

- |      |  |
|------|--|
| 3110 | Capitalized Leases   |
| 3124 | Capitalized Office Equipment   |
| 3125 | Capitalized Software   |
| 3126 | Capitalized Printing & Reproduction Equipment (i.e. Printing Press)            |
| 3128 | Heavy Equipment & Mailing Equipment (i.e. Metal Shelving, Fork Lifts, etc.)    |
| 3129 | Other Capitalized Equipment, Fixed Assets (i.e. Vehicles, Phone Systems, etc.) |

### **Non-Capitalized Equipment and Accountable Property Class Codes**

As of October 1, 1997, Non-Capitalized equipment is defined as equipment with an individual acquisition cost less than \$25,000. Prior to this date, the qualifying individual acquisition cost was equipment purchased for less than \$5,000.

There are three (3) Non-Capitalized Accountable Property Class Codes:

- |      |  |
|------|--|
| 2326 | Non-capitalized Operating Leases                     |
| 3144 | Non-capitalized ADP and Telecommunications Equipment |
| 3149 | Non-capitalized Other Equipment                      |

**CAPITALIZED vs. OPERATING LEASE  
OBJECT CLASS CODES**

## **Capitalized vs. Operating Lease Object Class Codes**

Only leased personal property that meets the Capital Lease Criteria will be coded with the object class of 3110. If the leased personal property does not meet the Capital Lease Criteria, it must be classified as Operating Lease property and assigned a non-capitalized object class of 2326.

### **Qualifying Criteria for Capitalized Leases**

A capitalized property lease is defined as meeting one (or more) of the following criteria:

1. The amount of payment on the lease represents 90% of the fair market value of the item (retail purchase price), or
2. The equipment has reached 75% of its Useful Life, or
3. There is an expected or contractual transfer of ownership, or
4. There is a bargain purchase option.

### **Basic Tests**

Test 1     Do you plan to keep this equipment?

    If *YES*, it is a Capital Lease

    If *NO*, go to Test 2

Test 2     Will this equipment have value at the conclusion of the lease?

    If *YES*, it is an Operational Lease

    If *NO*, it is a Capital Lease

If unsure as to which object class code to assign, please call the O/S Property Division Office for assistance.



## **ACCOUNTING CLASS**

## Accounting Class

*Preface:* Used on forms CD-435, OF-347, CD-50, and in the Procurement, Property and Financial systems. The accounting code is used to procure or lease the property item; or, if loaned, transferred or donated, to assign a default code for the organization owning the item.

Accounting Class consists of 14 assigned characters. An example follows of how an accounting class is broken down into fields for easy interpretation:

### SAMPLE ACCOUNTING CLASS NO: 01/0157000/11/3144

To explain the significance and purpose of this number, it needs to be broken down into four essential fields as follows:

<b>01</b>	<b>0157000</b>	<b>11</b>	<b>3144</b>
FIELD #1 - 2 digits Numbers 1 & 2 of Accounting Code	FIELD #2 - 7 digits Numbers 3 - 7 in Accounting Code	FIELD #2 - 4 digits Numbers 8 - 11 in Accounting Code	FIELD #4 - 4 digits Numbers 12 - 15 in Accounting Code
Represents	Represents	Represents	Represents
<b>FISCAL YEAR of Property Purchase</b>	<b>PROJECT CENTER</b>	<b>ORGANIZATION CODE</b>	<b>OBJECT CODE</b>
	Purpose:	Purpose:	
	Identifies Office/Division Source for Purchase and		
	Identifies Funding Source for Purchase As:		
	WCF - Working Capital Fund (0XXX)		
	FF - Franchise Fund (5724)		
	S&E - Salaries & Expenses (6XXX)		
	GSA Bldg. Delegation - (5187)		
	A&R - Advances & Reimbursements (7XXX)		

In the example above, within the O/S, the Office of Financial Policies & Assistance, under the Director of Financial Management (0157000) purchased the equipment referenced above in FY 2001 (01) against their Working Capital Fund (0157).

## **POSSESSION CODES**

## **Possession Codes**

<b><u>Property Ownership Status</u></b>	<b><u>Possession Code</u></b>
Agency Owned	1
Agency Leased Capitalized	2
Loaned, from another Federal Agency	3
Loaned, from other than a Federal Agency	4
Government property used by a Governmental Contractor	5
Government property used by a Grantee	6
Other	7
Agency Leased Operating	8

## **CONDITION CODES**

## Condition Codes

<u>Condition</u>	<u>Code</u>
Excellent	1
Usable	4
Repairable	7
Salvage	X
Scrap	S